

Facilities Engineering  
**FIRE PREVENTION AND PROTECTION PROGRAM**

**History.** This is a revised publication.

**Summary.** Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 420-5 establishes policies and procedures for minimum fire prevention measures. The primary objective is to provide complete fire protection services to prevent loss of life or personal injuries. It also is to reduce property loss to the lowest attainable level consistent with mission and sound engineering and economic principles. *The Fire Department is referenced as the Directorate of Public Works (DPW), Fire and Emergency Services Division in this publication.*

**Applicability.** This regulation applies to all Department of Defense (DOD) employees, military or civilian, assigned or attached to the JRTC and Fort Polk, and units and activities within the Fort Polk area where responsibility for fire prevention and protection rests with the Commander, Fort Polk, Louisiana. This includes, but is not limited to, all units, recruiting facilities, reserve activities, and elements of other commands temporarily assigned to this installation for training or other purposes. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

**Proponent and Exception Authority.** The proponent agency for this regulation is the DPW, Fire and Emergency Services Division, 4256 Donaldson Loop, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Supplementation.** Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

**Suggested Improvements.** Users of JRTC & FP Regulation 420-5 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to DPW, Fire and Emergency Services Division, Fire Inspection, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

OFFICIAL: FRED P. PICKENS  
Colonel, GS  
Deputy Commander

/s/  
PAUL JACKSON  
Director, Information  
Management

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### Chapter 1

#### General

**1-1. Purpose and Objective.** This regulation establishes minimum fire prevention measures. The primary objective is to provide complete fire protection services to prevent loss of life or personal injuries, and reduce property loss to the lowest attainable level consistent with mission and sound engineering and economic principles.

#### 1-2. References.

- a. Army Regulation (AR) 11-27, Army Energy Program.
- b. AR 200-1, Environmental Protection and Enhancement.
- c. AR 25-400-2, The Modern Army Record-keeping System.
- d. AR 380-19, Information Systems Security.
- e. AR 385-55, Prevention of Motor Vehicle Accidents.
- f. AR 420-90, Fire and Emergency Services.
- g. AR 608-1, Army Community Service Program.
- h. AR 700-68, Storage/Handling of Compressed Gases and Gas Liquids in Cylinders and of Cylinders.
- i. AR 735-5, Properties and Procedures for Property Accountability.
- j. FM 10-69, Petroleum, Supply Points, Equipment, and Operations.
- k. Department of Defense, Military Handbook 1008C, Fire Protection for Facilities, Engineering, Design, and Construction.
- l. National Fire Codes.
- m. National Fire Protection Association (NFPA) Standards and Codes.

n. Safety Manual (Engineer's Manual) 385-1-1, Safety and Health Requirements Manual, (Corps of Engineers).

o. Technical Manual (TM) 5-670, Repairs and Utilities for Refrigeration Air Conditioning, Mechanical Ventilation, and Evaporative Cooling.

p. TM 9-1300-206, Ammunition and Explosive Standards.

q. TM 743-200-1, Storage and Materials Handling.

**1-3. Action.** Army Regulation 420-90 requires publication of installation fire prevention regulations for the control of fire hazards. This requirement is met by the publication of this regulation. The procedures will be as follows:

a. Within 30 days after publication, each officer, warrant officer, and civilian supervisor currently assigned to this installation is required to read those parts of this regulation which are pertinent to his assignment. Newly arrived or appointed officers, warrant officers, and civilian supervisors are required to comply with this intent within 10 days after arrival or appointment.

b. Officers, warrant officers, and civilian supervisors will explain pertinent portions of this regulation to their personnel within 30 days after publication or within 10 days after arrival or hiring, as applicable.

c. Copies of regulations pertinent to each activity or occupancy will be kept in the office reading file.

### Chapter 2

#### Responsibilities

**2-1. Installation Commander.** The Installation Commander is responsible for fire prevention and protection at this installation, satellited off-post facilities, and other activities where facilities engineering support is provided. The Installation Commander will use the functional statement set forth in AR 420-90 for the fire prevention and protection element of the Directorate of Public Works (DPW) organization as a basis for implementing the planned Fire Prevention and Protection Program.

**2-2. Installation Fire Marshal.** The Director of Public Works is the Installation Fire Marshal, and is assigned full responsibility for all fire protection and prevention activities. In all matters pertaining to these activities, he will act for and be responsible directly and only to the Installation Commander.

#### 2-3. Battalion and Separate Unit Commanders.

Battalion and separate unit commanders will appoint Unit Fire Marshals and as many subordinate Building

Fire Wardens as necessary to accomplish an effective Fire Prevention and Protection Program throughout each unit and activity.

**2-4. Personnel Assigned Quarters.** Personnel assigned quarters are responsible for compliance with this regulation by soldiers, family members, guests, and domestic employees. They are also financially liable for any property damage resulting from their act or failure to act where evidence establishes that the occupant, under the circumstances, failed to exercise due care.

**2-5. Responsibilities of Individuals.** Each individual on the installation will:

- a. Be responsible for exercising precaution and judgement in his own acts and duties. Lack of instruction or warning concerning fire hazards will not excuse acts involving conditions, practices, or materials commonly recognized as dangerous.
- b. Be responsible (as supervisor) for maintaining the area in which his personnel operate in accordance with this regulation, for instructing personnel in safe operating practices, for advising them of applicable portions of all fire regulations, for recognizing hazardous conditions not specifically covered in this regulation, and for removing/reducing the danger.
- c. Upon receipt of a written or verbal notice of a hazardous condition from the Fire Inspector, ensure immediate corrective action is taken. Once started, corrective work will be completed.
- d. Upon discovering a fire or evidence that a fire has occurred, report the incident to the DPW, Fire and Emergency Services Division.

**2-6. Unit/Activity Fire Marshal.** The Unit/Activity Fire Marshal will:

- a. Appoint the number of Building Fire Wardens (normally the individual in charge of the building), as deemed necessary.
- b. Coordinate the activities of the Building Fire Warden and furnish liaison with higher levels of command.
- c. Maintain a record of fire inspections on buildings assigned to his unit.
- d. Prepare a unit fire plan.
- e. Ensure posting of guards for security and fire watch after a fire. The guard service will be continued until terminated by the DPW, Fire and Emergency Services Division.

**2-7. Building Fire Warden.** The Building Fire Warden will:

- a. Prepare a building fire plan, as required in Chapter 14 of this publication.

b. Instruct all occupants in the use and location of fire alarm facilities and of regulations applicable to the individual's activities.

- c. Conduct fire drills and pre-closing inspections.
- d. Enforce all fire prevention regulations.
- e. Inspect fire extinguishers using *Fire Extinguisher Record Tag* (FP Form 420).
- f. Conduct monthly inspections using *Monthly Fire Prevention Inspection Checklist and Report* (FP Form 421), and send a completed copy to the DPW, Fire and Emergency Services Division.
- g. Attach *In Case of Fire, Dial 911* (FP Form 1145) on the main entrance of each building, visible from the outside with all information posted.

**2-8. Provost Marshal Office.** The Provost Marshal's Office (PMO) will:

- a. Ensure traffic control and security, and assist the fire investigating officer, upon request.
- b. Ensure automatic response of sufficient military police (MP) personnel to:
  - (1) Clear the route to the fire and stop all traffic in the fire area. Limit entry to the fire area to the DPW, Fire and Emergency Services Division's apparatus and vehicles, the Installation Commander and his deputy, ambulances, and Facilities Engineer trucks, until notified by the Fire Marshal or Fire Chief on duty that the emergency is over.
  - (2) Provide security for the building involved and of any contents remaining in it after the fire emergency is terminated.
  - (3) Take charge of the investigation of any fire, where he or the investigating officer suspects arson.
  - (4) Assist the investigating officer, on request, in handling, holding, segregating, and interrogating witnesses.
- c. Ensure MP personnel will not enter any building involved in a fire until requested by the Fire Officer-in-Charge (Incident Command).

**2-9. Directorate of Information Management (DOIM).** The Director of Information Management will:

- a. Assist the Installation Fire Marshal in planning fire reporting communications systems.
- b. Provide, install, and maintain the signal facilities authorized.
- c. Coordinate with commercial companies, as required, to assist fire reporting.
- d. Establish forms and publications, as required by the DPW, Fire and Emergency Services Division.
- e. Publicize necessary announcements in the official section of the JRTC and Fort Polk Bulletin, as required by the DPW, Fire and Emergency Services Division.

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f. Provide priority printing for Fire Prevention Week and other activities, as required, for the DPW, Fire and Emergency Services Division.

**2-10. G3/Directorate of Plans, Training, Mobilization, and Security (DPTMS).** The G3 will appoint, in writing, a Range Fire Marshal, and notify the DPW, Fire and Emergency Services Division of the appointment.

**2-11. Range Fire Marshal.** The Range Fire Marshal will:

a. Ensure fire prevention and protection activities in all portions of the reservation required for maneuvers, field exercises, bivouacs, and range firing, unless the duty is definitely assigned elsewhere by the Installation Commander.

b. Ensure maps of ranges and impact areas are kept current and accurate.

### Chapter 3

#### Action in the Event of Fire

**3-1. Scope.** The provisions of this chapter are applicable to all personnel on the installation.

**3-2. Alarm of Fire.** Any person discovering a fire, regardless of type or size, will immediately alert or cause to be alerted, all personnel in the building, and will immediately report the fire to the DPW, Fire and Emergency Services Division. All fires will be reported, including those extinguished on discovery and those burned out prior to discovery. All personnel are responsible for knowing all available means of giving a fire alarm; lack of this knowledge is not acceptable as a reason or excuse for delayed alarm. The DPW, Fire and Emergency Services Division will be notified by one of the following:

a. Telephone. Use any telephone, dial 911 and say, *"I want to report a fire."* The caller will remain on line until released by the person receiving the call. The operator will give instructions for the caller to carry out immediately. Building numbers are of utmost importance to the DPW, Fire and Emergency Services Division.

b. Local fire alarm pull boxes. Break the glass, pull down the level to sound the local evacuation alarm. These alarms are for evacuation only, and do not transmit a signal to the DPW, Fire and Emergency Services Division. To report a fire, use the telephone as instructed in subparagraph a, above.

**3-3. Action After Giving Fire Alarm.** When possible and safe to do so:

a. Alert all personnel in the involved and adjoining buildings, close all doors and windows, and shut off all fans and electric circuits. Doors and windows will not be reopened until after recall, except by specific instructions from the Fire Chief.

b. During the time the alarm is turned in or immediately afterward, available personnel will exert every effort to extinguish the fire with fire-fighting equipment, except as in subparagraph c, below.

c. In the event the fire is in a closed or locked building, room, or compartment, no attempt will be made to enter or open the fire area except for the rescue of trapped personnel.

**3-4. False Alarms.** Any person maliciously or knowingly transmitting a false alarm to the DPW, Fire and Emergency Services Division, by any means or for any purpose, will be subject to punishment to the fullest extent the regulations or laws allow. *Honest errors or transmissions in belief that there is or may be a fire are not false alarms.*

**3-5. Traffic.** Vehicles meeting or being overtaken by emergency equipment showing a flashing light or sounding sirens will immediately clear intersections and pull to the nearest side of the road; stop; and remain stopped until the emergency vehicles have passed, unless instructed to move by the MPs. Unauthorized vehicles will not follow fire apparatus at less than 500 yards or enter a fire area for any reason.

**3-6. Entry to the Fire Area.** During fire-fighting operations, including overhaul and investigations, entry to the fire area is restricted to fire-fighters and those having stipulated duties in connection with the operation.

### Chapter 4

#### Fire Protection

**4-1. Scope.** The provisions of this chapter are applicable to all areas of the installation.

#### 4-2. Fire Hydrants.

a. Fire hydrants will not be obstructed by fences, trees, barriers, or dirt fills at any time.

b. No parking of vehicles and/or equipment will be permitted within 15 feet of any fire hydrant.

c. Fire hydrants will be used only for the intended purpose, and will be operated only by authorized personnel. Only standard hydrant wrenches will be used for operating fire hydrants.

d. When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the

Installation Fire Marshal to use a hydrant as a source of water. In such cases, immediate written notice will be given to the DPW, Fire and Emergency Services Division, and the usage will be subject to limitations as follows:

(1) Connection to a fire hydrant will be limited to only one 1½-inch hose.

(2) Each connection will be by means of a gated or valved connection to a single 2½-inch outlet of a hydrant. Flow will not be throttled by means of the main hydrant valve which, when in use, will be fully opened.

e. Any fire hydrant found to be leaking, damaged, or defective will be reported immediately to the DPW, Fire and Emergency Services Division, in order that repair may be initiated.

f. Whenever any fire hydrant is placed out of service for any reason, the Installation Fire Department (DPW, Fire and Emergency Services Division), will be immediately notified. Out-of-service hydrants will be marked with a metal disc painted a conspicuous color. Disc will be approximately 9 inches in diameter, and attached to the hydrant by means of a hole in the center of the disc, which will fit over the hydrant outlet and be held in place by the outlet cap. The DPW, Fire and Emergency Services Division, will also be notified immediately whenever an out-of-service hydrant is restored to service.

#### 4-3. Fire Lanes.

a. No vehicle, equipment, or storage will be permitted to obstruct a prescribed fire lane.

b. Parking between buildings or within 15 feet of any building is prohibited, unless in a designated parking lot.

c. Fire lanes will be identified by the Fire Chief, and will be clearly marked.

#### 4-4. Fire Extinguishers.

a. The distribution and location of extinguishers will be in accordance with NFPA Standard and Code Number (No.) 10, *Standard for Portable Fire Extinguishers*, and determined by the DPW, Fire and Emergency Services Division.

b. Fire extinguishers will not be moved from their assigned location, except for emergency use or recharging, except by the DPW, Fire and Emergency Services Division personnel. Fire extinguishers will remain in buildings as assigned equipment even when the building is unoccupied.

c. Fire extinguishers for family quarters will be provided by the occupant.

d. Fire extinguishers for outside storage areas; privately owned vehicles (POV) or government vehicle parking areas; petroleum, oil, and lubricants (POL) storage areas; or ammunition storage areas

will be provided by the using organization.

e. Fire extinguishers for field exercises will be provided by the using organization.

f. The FP Form 420 will be attached to each fire extinguisher and annotated whenever inspection or maintenance is performed.

g. On vehicles, the commanding officer of the unit using the vehicles will ensure that all extinguishers are in good operating condition and that all drivers are familiar with maintenance and checking requirements for extinguishing equipment, including fixed systems.

h. The DPW, Fire and Emergency Services Division, is responsible for recharging and repairing all extinguishing equipment installed in buildings and DPW vehicles.

i. The Directorate of Logistics (DOL), Maintenance Division, is responsible for vehicle and equipment extinguishers in other than Facilities Engineer vehicles.

j. The unit commander will arrange for recharging extinguishers at off-post facilities, using local purchase where service is available, in order to reduce the period during which equipment is out of service to a minimum.

k. No fire extinguisher will be converted for any other use, except under emergency conditions and when approved, in writing, by the Fire Chief.

l. Building fire extinguishers requiring service will be taken to the Fire Station (DPW, Fire and Emergency Services Division) with a Memorandum for Record that is signed by the unit commander and states the reason for discharge.

#### 4-5. Automatic Sprinkler Systems.

a. All automatic sprinkler systems will comply with the requirements of Military Handbook 1008C and applicable NFPA Standards and Codes.

b. Maintenance and testing of sprinkler systems will be accomplished by authorized personnel only.

c. Storage will be kept to a minimum of 18 inches under all sprinkler heads.

d. The installation of any deck, mezzanine, or platform more than 48 inches in width in any sprinklered building will require the installation of sprinklers under such construction, regardless of whether or not slotted decking or grating is used. Additional sprinkler protection will be provided, as required, in connection with building modifications.

e. Whenever any sprinkler system is withdrawn or restored to service, the DPW, Fire and Emergency Services Division, will be immediately notified.

f. Activation of any sprinkler system warning bell will be reported immediately to the DPW, Fire and Emergency Services Division.

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### 4-6. Fire Alarm Systems.

- a. Fire alarm and detection systems will be provided in accordance with Military Handbook 1008C, AR 420-90, and the NFPA Standards and Codes.
- b. Alarm systems may be used for exit drills upon authorization from the Fire Chief.
- c. Damage to any system will be reported to the DPW, Fire and Emergency Services Division.
- d. Test and maintenance of alarm systems will be accomplished only by the DPW, Fire and Emergency Services Division or DPW personnel.

## Chapter 5 Building Use and Space

**5-1. Scope.** The provisions of this chapter are applicable to all buildings on the installation, including those owned or utilized by contractor or concessionaires. Excluded are vans and temporary structures used for tool sheds at construction sites.

### 5-2. Sleeping Quarters.

- a. The use of buildings or portions of buildings, other than approved barracks or quarters, as sleeping facilities is prohibited, except upon written approval of the Installation Fire Marshal or his authorized representative.
- b. The use of attic space in any building, including quarters, as a sleeping area without the written approval of the Installation Fire Marshal, is prohibited. All sleeping areas must comply with the requirements contained in NFPA Standard and Code No. 101, *Life Safety Code*.
- c. Third floor or higher areas in quarters, regardless of whether or not the area is constructed for bedrooms, will not be used as sleeping areas, unless exit facilities complying with the requirements contained in NFPA Standard and Code No. 101 are provided.
- d. No space in any building accessible only by scuttle, hatch, or trap door, or served by other than a standard airway, will be used as a sleeping area.

### 5-3. Construction, Alterations, and Changes in Occupancy.

- a. Any change in the use or occupancy of any building, structure, or area will be reviewed by the Fire Chief or Installation Fire Marshal, prior to the change.
- b. Introduction of plywood, wood paneling, or any combustible building material into a permanent, fire-resistant or non-combustible building is prohibited. All modifications, alterations, and modernization projects, including "self-help" projects, will meet the

requirements of Military Handbook 1008C, AR 420-90, and applicable NFPA Standards and Codes.

- c. Exposed wood surfaces used for building cabinets, counters, et cetera (etc.) will be limited to 100 square feet.
- d. Tents of any size will not be erected within 50 feet of any building without approval of the Fire Chief.

### 5-4. Storage Areas in Buildings.

- a. Storage in an unsprinklered combustible building will be limited to \$250,000 in value, unless all building components (electrical, gas, heating, etc.) have been inspected by DPW personnel and deemed safe. The occupant must have approval, in writing, by the Installation Fire Marshal.
- b. Storage of any type is prohibited in furnace or boiler rooms, transformer rooms or vaults, in water-heater closets, in mechanical equipment or air-handling rooms, and attics.
- c. Stored material will be neatly arranged and kept in an orderly manner.
- d. Storage areas will be segregated from other parts of the building, and will not be used for any other purpose. Combustible materials such as cardboard boxes and packing materials will be stored in authorized locations only.
- e. Flammable liquids will be stored in accordance with Chapter 13.
- f. Storage of combustible material is prohibited within 36 inches of any heating equipment or under any stairway used as an exit.
- g. No stairway will be used for storage purposes.
- h. Storage closets in stairwell enclosures will contain no combustible materials, unless such closets are 1-hour fire rated and have a 1-hour fire door.
- i. Storage of paint is prohibited in Bachelor Enlisted Quarters (BEQs), Bachelor Officers' Quarters (BOQ), family housing, or other sleeping quarters.

### 5-5. Care of Buildings.

- a. Care of buildings is the responsibility of the using service.
- b. Rubbish and Debris.
  - (1) Working and storage areas, new construction, and repair areas will be policed regularly to reduce fire hazards.
  - (2) Trash and scrap materials will be disposed of in properly identified and located non-combustible cans, bins, or receptacles. All trash will be removed from buildings at the close of the normal workday, and carried to the nearest trash disposal unit. Work areas will be kept reasonably free of combustible debris accumulation.



(3) Open-top wastebaskets will be of metal or other non-combustible material.

(4) Trash cans will be of non-combustible construction and provided with metal covers. *The use of plastic trash cans is prohibited.*

(5) Dumpster units and other control trash-disposal units will be located at least 15 feet from any combustible building, metal wall buildings, unprotected opening in masonry wall buildings, and from storage areas.

(6) Clean and soiled rags will be stored or disposed of separately in metal containers with metal self-closing covers.

(7) Steel wool will be stored or disposed of separately in covered metal containers.

c. Personnel Service Rooms.

(1) Covered metal trash receptacles with self-closing lids will be provided in all restrooms or latrines, and in other areas where paper towels or disposable paper or plastics cups are used.

(2) Clothing lockers will be adequately ventilated and maintained in a clean and orderly condition. Materials will not be stored on top of or underneath lockers. Work clothing in lockers will be aired and cleaned regularly.

(3) Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials will not be kept in clothing lockers.

d. Building vicinity. At no time will cut grass, trash, litter, rubbish, packing materials, or other combustible material be stored or allowed to accumulate against, under, or within 15 feet of any building or structure.

e. Housekeeping supplies and equipment.

(1) Floor-sweeping compounds capable of flash at ordinary temperatures or after prolonged heat are prohibited.

(2) Only water-type wax is authorized for general use.

(3) Mops, brooms, cleaning gear, and other materials subject to spontaneous ignition will be kept outside of buildings or stored in metal containers with metal tight-fitting covers. Cleaning gear not subject to spontaneous ignition may be stored inside buildings provided it is clean.

(4) Electrically driven floor polishers and buffers will be stored so that the brush does not touch the floor.

(5) Prior to storage, dust collection bags will be emptied, turned inside out, and hung in a well ventilated area.

(6) Used dust cloths, steel wool, felt buffing pads, and similar supplies will be kept in metal containers with close-fitting lids.

(7) Protect detergents and other cleaning compounds from accidental wetting. If accidentally wet, they will be removed from the building.

## **5-6. Storage of Equipment Utilizing Flammable Fuels.**

a. Equipment using flammable or combustible fuels will be stored in garages, flammable liquid warehouses, motor repair shops, or outdoors. Lawnmowers, weed eaters, generators, and similar fuel-fired equipment will not be stored in orderly rooms, supply areas, barracks, or any administrative building. Such equipment will not be stored under buildings.

b. The primary hazard involved in storage of vehicles and devices of this type, in addition to leakage, is the generation and escape of flammable vapors from the fuel tanks, frequently accelerated by the higher ambient temperature inside the building. These vapors form explosive or easily ignitable mixtures with air and travel long distances.

c. Other than recognizing the tendency of the vapor to flow to the lowest level and collecting in such low areas, there is no practical method of determining the direction of flow or points where explosive mixtures may develop. Drafts induced by open doors, winds, and heating and air-moving equipment may move the vapor in any direction. Since the path of vapor travel cannot be accurately predicted, all parts of the building at or below the level of the storage will be considered hazardous areas, unless, in the opinion of the Installation Fire Marshal, the quantity and arrangement of the storage is such that this classification is unnecessary.

d. Vehicle Storage or Parking.

(1) In the cantonment area, vehicles will be stored or parked only where exhaust system is well clear of any combustible material (grass, brush, fuel spills, etc.), and where all combustible vehicle parts are clear from any ignition source.

(2) Ash, trash, and other receptacles will be used only for their intended purpose and will be emptied prior to parking in motor pools and turning in to shop. Responsible individuals will furnish safe containers for this purpose.

e. Outdoor Storage. Outdoor storage or storage under sheds presents no problem of vapor accumulation. Normal precautions and control of ignition sources will provide adequate prevention of fire.

## **5-7. Attics and Concealed Spaces.**

a. Attics and concealed spaces will be kept clean.

b. Materials covering access openings to attics or concealed spaces will meet the same fire resistance rating of the ceiling construction.

### 5-8. Person Securing Buildings at Close of Workday.

a. All doors, including fire doors, and windows will be properly secured at the close of working hours, unless excepted, in writing, by the Installation Commander or his authorized representative.

b. All heating devices not required to be kept in operation during the night will be shut off by the person in charge at the close of working hours. Portable electric appliances and other devices will be unplugged (except electrical clocks).

c. Mops, cleaning equipment, and other materials subject to spontaneous ignition will be kept outside or stored in metal containers with metal tight-fitting covers.

d. All trash will be removed and disposed of in the nearest trash disposal unit.

e. All smoking material will be extinguished.

f. Possible ignition sources in soiled-linen hampers and similar containers will be eliminated.

g. All authorized containers of flammable liquids will be securely closed.

h. Any other hazards peculiar to the building or operation will be eliminated.

i. Proper storage of equipment will be in required storage areas.

j. *Activity Security Checklist (Standard Form (SF) 701) will be completed by the person closing the section. The SF 701 will be posted in each room of the unit/activity building.*

k. Using barbed wire, concertina wire, or any other restrictive devices to secure buildings is prohibited. *This will hinder fire-fighting operations.*

### 5-9. Vacant Buildings.

a. Vacant buildings will be secured against unauthorized trespassing. Doors will be locked and windows will be barred with wood or provided with fixed shutters, where necessary, to prevent access.

b. Electrical power to vacant buildings will be shut off by either disconnecting the incoming power lines outside the building, opening the main or all distribution breakers, removing all breakers or fuses, or by securing the incoming power master switch in the open position by means of a padlock.

c. Furnace, boilers, and other means of heating will be turned off, and the fuel supply disconnected, if heat is not required to prevent freezing of water pipes.

d. Fire extinguishers will not be removed from the building when vacant.

e. The DPW, Fire and Emergency Services Division, will be notified whenever a building becomes vacant or when a vacant building is reoccupied.

## Chapter 6 Building Components

**6-1. Scope.** The provisions of this chapter are applicable to all structures on the installation.

### 6-2. Electrical.

a. The current edition of the NFPA Standard and Code No. 70, *National Electric Code*, will be the minimum standard for all electrical wiring and equipment. Installation, repair, and change in electrical wiring, fittings, or attachments for electrical appliances will not be made, except by authorized electricians.

b. Defective electrical cords, lighting fixtures, appliances, and switches will be repaired or removed. All defective electrical equipment will be reported immediately to the DPW, Work Order Section, and repaired by authorized electricians.

c. Electrical appliances and devices will bear the label of or be listed by Underwriters' Laboratories (UL), Incorporated (Inc.). Owners and users of decorative lamps and small electrical appliances acquired in Europe and the Orient are cautioned that these items are frequently without UL listing and are not constructed to any recognizable standard. Such items are prone to electrical breakdown under limited usage; and, cord insulation is often inadequate for safety.

d. All electrical wiring, equipment, and devices, including electrically operated vending machines, water coolers, and clocks installed and operated inside aircraft hangars, automotive repair shops, paint shops, and other occupancies where flammable vapors, gases, or dust may be present, will be listed by UL, Inc., for use in particularly hazardous areas.

e. All soldering irons, hotplates, coffeemakers, office machines, and other electrical non-fixed/portable devices will be disconnected from outlets when not in use, with the exception of clocks. Adequate clearance will be maintained between all such electrical devices and combustible material. Using automatic timers to control power supplies is prohibited.

f. Circuit fuses will be compatible with the safe current-carrying characteristics of the circuit wire (i.e., will not be overfused). Receptacles in damp outside locations, kitchens, and bathrooms will be protected by ground fault circuit interrupters.

g. No device will be installed which will interfere with the normal operation of a circuit breaker or fuse. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance will be located and eliminated before restoring power to the interrupted circuit.

h. All electrical switches, circuit breakers, and fuses in light and power panels will be correctly labeled to indicate the circuits or devices they control.

i. Lamps and fixtures in damp or wet locations and in areas subject to grease accumulation (i.e., hoods over cooking ranges and fryers) will be of types specifically approved for such locations.

j. All domestic-type washing machines, clothes dryers, vending machines, portable electrical tools, lights, machines, and extension cords intended for use therewith will be electrically grounded in accordance with (IAW) NFPA Standard and Code No. 70, unless otherwise protected by a system of double insulation or equivalent and appropriately identified.

k. Extension cords will not be run through doorways, walls, or windows to serve equipment, fixtures, or appliances in adjacent areas.

l. Extension cords will not be stapled, tacked, nailed, or permanently fixed to floor or wall coverings in any facility.

m. Appliance cords are subject to all regulations governing extension cords.

n. Electrical wiring or conduits will not be used as temporary or permanent support for any other device or material.

o. Multiple plugs and multiple plug extension cords will not be used, unless approved by the DPW, Fire and Emergency Services Division.

p. Commercial extension cords will not exceed 15 feet in length and are for temporary use only. All extension cords must have a grounding prong.

### **6-3. Heating Equipment.**

a. All building heating equipment will be labeled and/or listed by the American Gas Association (AGA); UL, Inc; or Factory Mutual Laboratories, and will be installed, maintained, and operated IAW the approval listings, manufacturer's operating instructions, and the NFPA Standards and Codes.

b. Adequate clearance will be maintained between heating equipment and combustible material. Clearances for listing equipment will not be less than the minimum given in the listings. Existing unlisted equipment will be governed by the clearances indicated in the NFPA Standards and Codes.

c. Portable liquid fuel or gas-fired heaters will not be used, unless absolutely necessary, and then only as an interim short-term measure until permanently fixed heaters can be installed. They will not be used until written approval for the specific location has been obtained from the Installation Fire Marshal or Fire Chief, and personnel concerned with their use are indoctrinated in operating procedures and the

safety precautions to prevent fire or possible asphyxiation. The use of portable or unvented heaters is specifically prohibited in dormitory or similar sleeping spaces. The use of kerosene heaters is prohibited in Family Housing Quarters.

d. Use of portable duct-type gasoline-fired heaters (i.e., Herman Nelson or similar models) is not authorized for heating any building, unless prior approval is obtained from the Installation Fire Marshal or Fire Chief, and only if the use is temporary and held to a minimum. These types of heaters are designed for outside operation, and are intended primarily for field use.

e. The use of open-flame heating devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangers. Suspended oil furnaces and gas-fired unit heaters may be installed when the use, location, and installation of such equipment is permitted by specific provisions of pertinent actions of the National Fire Code and the heating unit is specifically listed and/or approved for such installation.

f. Portable electric heaters are generally prohibited for energy purposes; however, when otherwise permitted, written approval of the Installation Fire Marshal or Fire Chief will be required for heater use. When permitted, such heaters will be UL, Inc. labeled or listed and will be of a type in which the electrical circuitry is automatically shut off in the event the unit is tipped over. Power supply cords will be in good condition and supply circuit must be adequate for safe use.

g. No one except authorized DPW employees will tamper with or change the setting of automatic controls installed on heating equipment in other than private quarters.

h. Heating equipment not functioning properly will be turned off or firing stopped, and the condition reported at once to the DPW, Work Order Section. Lighting of pilot lights will be the responsibility of the DPW.

i. The inspection service may order discontinued use of any heating equipment deemed unsafe. Such equipment will not be returned to service until inspected and approved by the DPW.

j. Solid fuels will be brought into public buildings only in quantities sufficient for 1 day of use, and then must be placed in containers at locations approved by the Installation Fire Marshal. When stored outside, fireplace and cooking fuels will not be stored within 10 feet of any structure. Covered metal containers will be provided for ashes where solid fuels are used.

k. All gas-fired equipment will be connected to the gas service by rigid type or approved flexible

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metal tubing. In all cases, a control valve will be provided for movable or portable space heaters.

l. See Chapter 9 for outdoor cooking appliances (barbecues, etc.).

m. No beds, clothing, furniture, curtains, drapery, or any other light combustible material will be placed closer than 30 inches to any heating device.

### 6-4. Draperies and Decorations.

a. All draperies and decorations in public buildings will be noncombustible or treated with an approved flame-proofing material prior to use. Draperies and decorations will be approved by the Fire Chief or fire prevention personnel prior to use. When flame-proofing treatments are used, periodic retreatment may be required. Currently, certain fabrics are available that will not accept or retain flame-proofing treatment. Commercial fire retardant treatment is recommended.

b. Only noncombustible or approved flame-proofing materials will be used for window decorations or coverings. All decorations will be approved by the Fire Chief or fire prevention personnel prior to use.

c. The location of any Christmas tree or similar temporary decoration will be subject to approval by qualified fire prevention personnel. All personnel are cautioned that the effectiveness of various commercial flame-proofing products on natural (live) Christmas trees is questionable. *The most satisfactory treatment experienced to date in reducing the flammability of natural Christmas trees requires sawing the butt end (extreme bottom end) of the trunk at a 45 degree angle, and placing the trunk in a water-filled stand so that the freshly cut portion is completely immersed.* These trees absorb water at a fairly rapid rate, and the water in the stand must be replenished at frequent intervals.

d. No natural Christmas trees will be permitted in any building, including family quarters, for a period in excess of 10 calendar days.

e. All Christmas tree ornaments and decorations will be noncombustible. All lights and lighting sets for use with Christmas trees will bear the label of the UL, Inc., and will be in good condition.

f. Electric lights will not be used on any type of metal tree.

**6-5. Draft-Stop Partitions.** This type wall is used to subdivide attics, and enclose stairwells in BOQs, barracks, and other buildings. Doors and access openings through these partitions normally will be kept closed and latched. The doors will not be propped or wedged open, or secured in the open position in any way, except that doors equipped with

automatic closures IAW the NFPA Standards and Codes may be held open by the device. Doorways will not be used for passage, piping, or wiring. Holes in these partitions for piping or wiring will be cut for snug fit, located as low in the partition as practicable, and the opening closed by a tight-fitting position escutcheon on both sides.

### 6-6. Emergency Exits.

a. Every required exit, exit access, and exit discharge will be maintained free of all obstructions or impediments to provide full instant use in the case of fire or other emergency.

b. As a minimum, two means of egress will be provided in every building or structure, section, and area where the size, occupancy, and arrangement endanger occupants attempting to use a single means of egress that is blocked by fire or smoke.

c. In every building, exits will be so arranged and maintained as to provide free and unobstructed egress from all parts of the building at all times when it is occupied.

d. No furnishings, decorations, or other objects will be placed so as to obstruct exits, access therefrom, or visibility thereof.

e. When required, interior exit lights will be kept burning at all times the building is closed.

f. Emergency lighting and exit signs will be provided, as required by the NFPA Standard and Code No. 101.

g. Life safety requirements will override security requirements.

h. Fire doors and shutters will not be blocked, locked, or obstructed in any manner which will prevent or interfere with proper operation during an emergency.

i. Stairway doors will be provided with automatic closing devices and be kept closed at all times. No stairway door will be kept open by wedging or blocking.

j. Latching and closing devices on all stairway doors will be properly installed and maintained to permit the door to positively latch when closed.

## Chapter 7 Satellited Installations

**7-1. Scope.** The provisions of this chapter are applicable to all activities satellited on Fort Polk, including recruiting facilities and United States Army Reserve (USAR) Centers, but excluding Reserve Officers' Training Corps (ROTC) activities.

### 7-2. Responsibilities.

a. *Commanders Furnishing DPW Support to Off-Post Facilities or Activities.* Commanders will

ensure responsibility for the Fire Prevention and Protection Program that is part of that support.

b. *Commanding Officers of Off-Post Facilities or Activities.* Commanding officers of off-post facilities or activities will:

(1) Initiate and administrate all possible measures for prevention of fires within their command.

(2) In no way be relieved of this fundamental and important command responsibility by the exercise of technical and administrative supervision by the parent station.

**7-3. Investigation of Fires.** All fires will be investigated IAW Chapter 18. The parent installation will initiate and conduct any investigation considered necessary to determine the cause and events resulting in the fire and the responsibility therefore.

**7-4. Reports of Fires.** All fires will be reported IAW Chapter 3.

**7-5. Responsibilities for Fire-Fighting Equipment and Services.** All fire-fighting equipment (i.e., extinguishers, hand tools for brush and grass fires) will be kept in good repair, will be available for instant use, and will be used for no purpose other than fire-fighting or training for fire-fighting.

a. *Facility Commander.* The facility commander will:

(1) Make arrangements for response and inspections by any organized Fire Department which may be willing to respond to calls for aid.

(2) In the event recommendations or requirements of local authorities exceed or conflict with existing regulations or directives, refer solutions/problems to the Installation Fire Marshal, Fort Polk.

b. *Commanding Officers.* Commanding officers will maintain fire prevention records IAW AR 25-400-2, The Modern Army Recordkeeping System (MARKS). These records will be adequate for demonstrating the existence and operation of a fire prevention program. Records will include, but not be limited to, the following:

(1) Copies of inspection reports submitted by local civilian authorities showing complete action taken. *The MARKS file number is 1c, Office Inspection and Surveys.*

(2) Records of after-closing inspection, *Activity Security Checklist* (SF 701) showing date, hour, and by whom. The MARKS file number is 1c, Office Inspection and Surveys. In a separate record, MARKS file number 1v, Access Control, records are kept for physical security record and key control. All records will be maintained IAW AR 25-400-2, in a metal filing cabinet (fire proof from destruction).

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(3) Copies of fire plans and any data pertinent to fire prevention and protection will be maintained in MARKS file number 420-90a, Fire Prevention Files.

(4) Directives for fire prevention and protection will be maintained in MARKS file number 1jj, Reference Publications.

## Chapter 8 Smoking

**8-1. Scope.** The provisions of this chapter are applicable to all personnel, areas, occupancies, and activities on the installation and satellited installations.

### 8-2. General.

a. Any individual sufficiently mature to smoke is automatically considered capable of exercising ordinary prudence in the use and disposal of smoking material, and in the absence of extraordinary circumstances clearly beyond his control, will be held liable for damages arising from his smoking.

b. In smoking areas only, suitable receptacles for discarding smoking materials will be provided in adequate numbers. Such receptacles will not be used for wastebaskets. Butt cans will be kept a safe distance from combustibles.

c. Under no circumstances will smoking material be disposed of in waste baskets or any type container which is combustible or which contains or might contain combustible material, unless the smoking material is thoroughly wetted prior to placing in the container.

d. Ash trays, sand pails, and other devices for smoking material disposal will not be used for disposal of combustibles of any other type.

e. Smoking material will not be thrown or dropped from any vehicle, from any window, or from any part of any building.

**8-3. Smoking Prohibited.** Smoking is prohibited as follows:

a. Without exception in all areas.

b. In all warehouses, transient sheds, parking sections, salvage buildings and areas, except in properly designated authorized smoking areas.

c. At all times in attics, lofts, roofs, and understructures, bunks or beds, theaters (including projection rooms), gymnasiums and auditoriums, except for specifically designated smoking areas.

d. In vacant or secured buildings, battery-charging rooms, woodworking shops, paint shops and sheds, photographic processing rooms, aircraft maintenance shops and hangars, fuel storage areas, or any place

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where flammable liquids or explosives are handled or where explosive vapors may be present.

e. On wood piers and loading ramps, in railroad cars, in beds of trucks or trailers while loading or unloading combustible materials, in open storage areas, post buses, or ambulances.

f. In commissaries or exchange retail stores (i.e., Post Exchange or Shoppettes), except in properly arranged and designated customer and employee lounges.

g. Within 50 feet of gasoline dispensing operations; areas where bituminous or plastic coatings are being applied; flammable-liquid, gas-handling or storage areas; and aircraft parking areas.

h. In all areas where explosives, chemicals, or flammable or highly combustible materials are stored or handled.

i. For motor pools with restrictions (reference AR 385-55).

j. In any area that, due to hazardous conditions, has "*NO SMOKING*" signs posted.

k. Use or possession of "*strike anywhere*" matches anywhere on the installation is prohibited.

### 8-4. Designated Smoking Areas.

a. Notices will be displayed at entrances to buildings and facilities, which state that smoking is not allowed except in designated outdoor smoking areas. *Indoor designated smoking areas are prohibited.*

b. If possible, designated outdoor smoking areas will provide a reasonable measure of protection from the elements. *However, the designated areas will be at least 50 feet from common points of ingress/egress (coming in or going out) of the building, and will not be located in areas that are commonly used.*

c. Designated smoking areas (outdoors) will be clearly defined and obviously marked.

## Chapter 9

### Heat-Producing Appliances

**9-1. Scope.** The provisions of this chapter are applicable to all occupants. Heat-producing appliances are those appliances that are intended to, or capable of, producing heat or flame.

### 9-2. Protection of Combustibles.

a. Persons using devices capable of producing heat, flame, sparks, or embers will exercise care necessary to prevent ignition of any combustible materials in the vicinity.

b. Combustible materials will not be placed in contact with or within 18 inches of any light bulb, nor

placed so that accidental movement of either or both can result in contact or a separation of less than 18 inches.

c. Combustible materials will not be placed or stacked in any location where rolling or upset of the stack will allow contact with electrical equipment, heating device, moving belt, or heat vent.

### 9-3. Electrical Appliances.

a. Electrical appliances include hotplates, coffee-makers, heaters, televisions, electric skillets, refrigerators, and similar items.

b. All electrical appliances and cords must have UL, Inc. approval, and will have an attached label attesting to this fact.

c. A *Special Utility Equipment Permit* (FP Form 818) is required for all appliances listed in subparagraph a above, and will be posted near the appliance.

d. All heat-producing appliances must be used on noncombustible surfaces with manufacturer's clearances.

e. Extension cords will not be used to serve appliances; and, appliance cords will not be run through doorways, windows, walls, or floors.

f. Lamps in lighting appliances will be adequately protected from accidental contact with combustibles or flammables. Hospital bed lamps will have the fixture securely fastened in place.

g. Seasonal decoration wiring and the maximum lamp wattages will be governed IAW AR 11-27, paragraph 3-7d.

h. Outside antenna systems will be installed in strict accordance with the NFPA Standard and Code No. 70. In all cases, antenna systems will be permanently and effectively grounded.

i. For the release of heat, radio and television cabinet(s) openings will not be obstructed.

### 9-4. Welding and Cutting.

a. No hot work, except that performed by troops in the field, will be done at any location on the installation, other than in an approved shop area or except as provided in subparagraph c below.

b. No building or portion of a building will be used for shop operations involving hot work without express approval by the Installation Fire Marshal, after verification of adequate fire prevention and safety facilities. Approved hot work areas will not be changed or expanded, or the type of hot work changed from that for which the area was originally approved, without approval by the Installation Fire Marshal.

c. A *Hot Work Permit* (DA Form 5383R) is required prior to commencing any hot work outside an approved shop area. A DA Form 5383R will be issued by the DPW, Fire and Emergency Services

Division personnel after an inspection of the area. Preparation and protection of the area is the responsibility of the shop, agency, or contractor accomplishing the work. In all cases where hot work has been done under permit, an inspection will be made of the area by the authority issuing the permit not less than 30 minutes or more than 1 hour after work has stopped for the day. The permit holder is responsible for calling for the inspection, and will not leave the area for any period in excess of 30 minutes, until the inspection has been made. In emergencies, DA Form 5383R will be issued by the DPW, Fire and Emergency Services Division, which may at any time and for cause, revoke any permit previously issued.

d. Only properly trained and authorized personnel will be permitted to operate welding or cutting equipment. Verification of adequate training will be recorded in the operator's personnel record at their duty site and *Official Personnel Folder* (Standard Form (SF) 66). In shops where more than one operator may use the equipment, a definite assignment for daily check will be made.

e. Oxygen, acetylene, and other fuel gases will be handled carefully. Cylinders will be secured by lashing, strapping, chaining, or clamping in an upright position.

f. Oxygen cylinders will be kept free of oil and grease at times. *(A high-pressure leak from an oxygen cylinder may cause sufficiently rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion.)*

g. Oxygen and fuel-gas systems in use will be inspected frequently for evidence of leaks in hoses, couplings, valve stems, fittings, and other points in the system.

h. When welding and cutting are to be performed in any confined space other than in an authorized welding shop, the gas cylinders will be left outside, unless specifically approved by the Fire Chief.

i. Acetylene and oxygen valves will be closed at the cylinders whenever the equipment is left unattended, or when work is stopped for more than 15 minutes.

j. Whenever an operator using electric welding equipment has an occasion to leave or to stop work for any appreciable time, the power switch to the equipment will be opened. The equipment will be completely disconnected from the source of power when not in use.

k. Hot work equipment will be stored in the building where used, if definite storage areas are clearly designated, and portable equipment is returned to these areas at the close of each day's work. Working supplies of oxidizing and flammable gases may be stored together in these areas.

l. Storage and handling of all compressed gases will be IAW AR 700-68.

m. Containers with flammable liquids will be stored and handled IAW the requirements for filled containers.

n. Cylinders will not be tested for contents by opening (cracking) the valve. Weighing the cylinder is the only permissible means to determine the amount remaining in the cylinder.

o. No hot work will be performed on containers that have held flammable substances, either by shop personnel or troops in the field, unless the containers have been purged IAW the NFPA Standard and Code No. 327, *Cleaning or Safeguarding Small Tanks and Containers*.

#### 9-5. Cooking.

a. Cooking is permitted only in properly arranged, equipped, and authorized locations.

b. No cooking or use of coffeemakers, hotplates, or similar small electrical appliances is permitted in private rooms of BEQs/BOQs and similar buildings, unless such rooms or areas are provided with kitchens or kitchenettes. Microwave ovens are authorized for use in BEQs/BOQs without kitchens, provided the power supply has been determined adequate by the DPW, Maintenance and Operations Division.

c. Periodically, hoods and ductwork over cooking surfaces must be cleaned to prevent excess grease accumulation. Snack bars and similar locations where cooking operations result in the production of substantial amounts of grease-laden vapors will be cleaned at more frequent intervals than other cooking areas.

d. Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced will be provided with removable, noncombustible filters or listed grease extractors. Cooking will not be done unless all filters are in place. Frequently, filters will be removed, cleaned, and replaced. *(Depending upon the amount and type of cooking, it may be necessary to clean filters daily.)*

e. Hoods and associated duct systems over commercial-type cooking equipment where grease-laden vapors are produced (i.e., clubs, snack bars, cafeterias, and other large food preparation facilities) will be protected in IAW NFPA Standard and Code No. 96, *Ventilation Control and Fire Protection of Commercial Cooking Operation*.

f. A standard supply of B (flammable liquids) and C (energized electrical) fire extinguishers will be provided at all locations where cooking is conducted. Fire extinguishers are permitted, but not supplied for family quarters.

g. Charcoal and gas grills designed for outside use will not be used in buildings, on porches, or on balconies. Grills must be at least 10 feet from any building and safely away from combustibles. When in use, grills must be constantly attended, and the user will bear full responsibility for any fire damage caused thereby.

## **Chapter 10**

### **Special Occupancy Regulations**

#### **Section I**

##### **Places of Public Assembly**

**10-1. Scope.** The provisions of this section are applicable to any building or part of a building used for public, restricted, or private congregation or gatherings of 50 or more persons, to all buildings of the types specified, and to all buildings having similar occupancies. When more than 50 percent of a building is used for assembly, this regulation is applicable to the entire building. All provisions of this section are applicable to the entire building and are applicable to each of the occupancies in succeeding sections.

**10-2. Pre-Opening Check.** Prior to each day's activity, all exit lights, exit passages lighting, emergency house lighting, and all exit doors will be checked for proper operation. Exit doors will be unlocked and remain unlocked until closing. The public will not be admitted until any necessary corrections have been made.

**10-3. Pre-Closing Inspection.** An inspection of the entire building will be made immediately prior to final closing for the day. Procedures outlined in Chapter 5 of this regulation will be followed.

**10-4. Fire Plans and Alarms.** As described in Chapter 14, a fire plan will be developed.

**10-5. Decoration.** Decorations will meet the requirements of Chapter 6, paragraph 6-4.

**10-6. Life Safety.** All public assembly facilities will comply fully with all requirements of the NFPA Code No. 101.

##### **10-7. Maintenance of Bowling Alleys.**

a. Alleys will not be waxed, polished, sanded, or varnished during operating hours.

b. Mops, rags, waxes, and varnish containers will be removed upon completion of work, or in all cases, prior to opening.

c. Refinishing or reconditioning of pins is prohibited, unless complete facilities are provided and adequately separated.

d. During alley cleaning or refinishing, all electrical devices within 18 inches of the floor will be de-energized until area is free of flammable vapor. Air conditioning and heating systems will be shut down. Maximum natural ventilation will be provided. If available, approved smoke exhausters for Class I, Division I Atmospheres, may be used to accelerate ventilation.

e. Smoking in and around the pits is prohibited. (*Chapter 8, Smoking, provides further guidance.*)

f. Only non-flammable, non-toxic fluids will be used for cleaning balls, pins, or spot-cleaning of alleys.

#### **Section II**

##### **Industrial**

**10-8. Scope.** The provisions of this section are applicable to all type shops, including aircraft hangers and garages (storage, servicing, or repair of three or more motor vehicles); to all operations, temporary or permanent, government or contractor-operated, where the product produced or repaired is to be used elsewhere; and to similar work in the field.

**10-9. Housekeeping.** Good housekeeping policies will be implemented to ensure fire hazards are kept to a minimum.

##### **10-10. Storage.**

a. Shops will not be used for storage of completed items. All completed work will be removed at the end of the workday on the same day that work was completed.

b. Excelsior and similar highly combustible material will be kept in bales or in metal-lined containers with automatic, self-closing lids. Dropped materials will be picked up promptly and returned to the container or placed in a trash receptacle.

c. Paint and other materials necessary for marking or stenciling may be kept in the shop provided:

(1) The total quantity does not exceed 10 gallons.

(2) Paint is in shipping containers capable of being tightly closed.

(3) Solvents are kept in standard safety cans.

(4) All storage is in an approved, noncombustible flammable liquid storage cabinet, reasonably remote from any source of ignition.



d. Lumber storage will be limited to 3,000 foot-board measure. Where stock turnover is slow, the material will be moved to a lumber-storage shed. Lumber storage is prohibited in administrative areas or barracks.

e. The working supply of any one type of flammable liquid will be limited to the quantity contained in one shipping container.

f. Working stock of fabrics and materials will be kept in orderly condition.

#### 10-11. Painting.

a. All used paint and wiping rags will be kept in tightly covered metal cans. Cans will be emptied at the end of each day's work.

b. Unless clean or dry, brushes will be kept in metal-lined or metal cabinets with self-closing top.

c. Other than those in immediate use, paint solvents will be limited to a 1-day supply and kept in standard safety cans.

d. Painter's clothing will be kept reasonably clean and stored in ventilated metal lockers. All rags will be removed from the pockets before hanging up. The lockers will be left unlocked to facilitate inspection. Clothing will not be allowed to accumulate in these lockers, and will be limited to one change.

e. Open containers of paint will be kept to the minimum required for the operation. Once opened, containers will not be used for storage unless the lid is secure and tight fitting, and all excess paint is wiped from the outside of the container. Empty paint containers will be disposed of daily.

f. Paint-mixing benches, tools, and apparatus will be provided with metal non-ferrous tops, and kept clean of spilled materials.

g. Flammable solvents, thinners, cleaners, and paints will not be utilized without first extinguishing or removing all potential sources of ignition in the immediate area; providing adequate natural or mechanical ventilation, as required; and restricting traffic through and adjacent to the work area.

h. All paint spray rooms, paint rooms, and equipment will be thoroughly cleaned at the close of each day's work.

i. Paint spray guns will not be serviced inside buildings other than paint shops.

j. Flammable thinners, solvents, and cleaners will be handled, stored, dispensed, and used only IAW the regulations pertaining to flammable liquids.

k. Tarpaulins and drop cloths, used in painting operations with other than latex, will not be stored within buildings. Such drop cloths and tarpaulins may be folded and stored in metal lockers that are detached at least 15 feet from any building.

l. Spray painting will not be conducted within buildings, unless standard spray booths or rooms

constructed and arranged IAW NFPA Standard and Code No. 33, *Spray Application Using Flammable and Combustible Materials*, are provided for this purpose. Spray painting will be confined to the area specifically arranged for this type occupancy.

m. The use of small aerosol in pressurized spray cans and minor touch-up painting may be accomplished outside of standard spray painting booths, providing all precautions, such as elimination of ignition sources and provision of adequate ventilation, are observed. Such operations will be very limited in scope.

n. Smoking is not permitted in any area where painting that involves the use of flammable thinners, solvents, or cleaners is done.

o. Painting in aircraft hangars not designed, arranged, and equipped as an aircraft-finishing facility will be limited to minor touch-up, including relettering. Such painting will be done only in hangars which are completely protected by a deluge sprinkler system in full operating condition and will be subject to additional restrictions as follows:

(1) No other aircraft will be located within 50 feet of the aircraft undergoing touch-up painting.

(2) Hangar doors will be open to provide adequate natural cross-ventilation to disperse vapors.

(3) The area within 50 feet of the aircraft undergoing touch-up painting will be roped off to prohibit all traffic through the area except by personnel engaged in the painting operation.

(4) No compressor, generator, or other spark-producing device or source of ignition will be permitted within a 50-foot restricted area surrounding the aircraft undergoing touch-up painting.

#### 10-12. Battery Charging.

a. Battery service and storage areas will comply with the requirements contained in NFPA Standard and Code No. 303, *Fire Protection Standard for Marinas and Boat Yards*.

b. A supply of absorbent for neutralizing acid spills will be kept available.

c. The supply of sulphuric acid in the charging area will be limited to a 1-day supply.

d. Where gasoline motor-driven generators are used, the generator unit will be located outside the battery room.

e. Permanent battery-charging facilities located in the cantonment area must be approved by the DPW, Fire and Emergency Services Division.

**10-13. Flammable Liquids.** Flammable liquids, including solvents, will be used and handled IAW Chapter 13.

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**10-14. Heating.** All heating equipment will comply with applicable codes.

**10-15. Hangars.**

a. All aircraft in hangars for storage or being serviced, will be effectively grounded, IAW the NFPA Standard and Code No. 70.

b. All hangar operations and services will be conducted IAW NFPA Standard and Code No. 409, *Standard on Aircraft Hangars*.

### Section III

#### Warehouses and Storerooms

**10-16. Scope.** The provisions of this section are applicable to all storage activities on the installation, except private quarters, i.e., warehouses, company storerooms, storage facilities in BOQs; Army/Air Force Exchange Service (AAFES) storerooms; and utility storage in clubs.

**10-17. Regulations.** All current warehousing regulations, including TM 743-200, will be observed. No deviation from the requirements for clearances between stacks and sprinkler equipment will be permitted.

**10-18. Responsibility.** Warehouse supervisors are responsible for determining the degree of hazard associated with the material to be stored, possible hazards developed from mixed storage of low-hazard materials, and for arranging for storage of high-hazard and high-value items in buildings having maximum automatic protection. Where warehouse supervisors are not involved, the person accountable for United States (US) Government property is responsible for compliance with these regulations. Where no US Government property is involved, the person having overall responsibility for the operation is responsible.

**10-19. Special Storage.**

a. Materials subject to spontaneous heating will be warehoused with special precautions. Wood fiberboards, plastics, camouflage nets, tentage, and other canvas products have ignited spontaneously when stored immediately after exposure to hot sunlight or removal from sealed cars in hot weather. Preventive measures during this danger period will include the following:

(1) Palletization to allow maximum air circulation around each bundle or case, and to permit surveillance for detection of heat generation.

(2) Maximum possible ventilation of the storage area.

(3) A 24-hour surveillance when any degree of spontaneous heating occurs.

b. Material subject to damage by radar emission will be stored IAW applicable standards.

c. Compressed gas cylinders will be stored IAW AR 700-68.

d. Hazardous Chemicals.

(1) All chemicals will be handled only by personnel properly instructed in the potential hazards and characteristics of the material involved and duly authorized to perform such work.

(2) Incompatible chemicals and compounds will be kept separated and precautions taken to prevent accidental contact or contamination with incompatible materials, compounds, and agents. Many chemicals and compounds which are completely inert under normal conditions may become violently explosive when in contact with other compounds.

(3) Damaged or leaking containers will be immediately removed to a safe place and, if feasible, the content placed in a satisfactory safe container. Disposal of the damaged container must be accomplished safely. Chemical storage areas will be inspected frequently to determine the condition of containers and storage methods. Immediate corrective actions will be taken, as required.

e. Acids.

(1) All corrosive acids or oxidizing liquids will be stored and used in conformity with standard safety practices.

(2) The storage areas will be located and diked to minimize the possibility of flows from broken containers reaching other parts of the building.

(3) Where possible, storage areas will be drained outside of the building.

(4) Storage areas will be protected from excessive heat, cold, and direct sunlight.

(5) Storage areas will be protected from falling objects or other mechanical injury.

(6) Storage areas will not be established or moved without written notice to the Installation Fire Marshal.

(7) A stock of absorbents or neutralizers will be provided immediately inside the normal approach to the storage area in sufficient quantity to control the amount of acid which would be freed by the rupture of the largest container.

f. Explosives, Blasting Agents, and Pyrotechnics.

(1) Explosives, blasting agents, and similar materials, other than military explosives, will be stored, handled, and used in compliance with NFPA Standard and Code No. 495, *Explosive Materials Code*.

(2) Military explosives, blasting agents, or pyrotechnics will be stored, handled, used, and

transported only IAW applicable specific Army directives.

(3) No explosives, blasting agents, or pyrotechnics will be transported by any person on the installation without the full knowledge and approval of the Installation Fire Marshal. Authorized transportation of military ammunition, explosives, etc., is excluded from this requirement.

g. Hazardous Cargo. The Fire Chief will be notified of all other-than-routine proposed bulk transfer of explosives, oil, gasoline, or other hazardous materials. Such transfers will be subject to applicable regulations, installation instructions, and orders. All fire precautions will be complied with. A fire watch, approved by the Fire Chief, will be posted and provided with proper fire extinguishing equipment. Under special or unusual conditions, fire-fighters and apparatus may be required for standby. The Installation Fire Marshal or Fire Chief will determine the fire watch requirements.

h. Access to Building and Equipment.

(1) Any warehouse door blocked by storage will be marked on the outside by a securely affixed sign, "**BLOCKED**". Letters will be 4 inches high on white background.

(2) Where fire extinguisher locations, manual fire alarm boxes, and control valve locations are not visible from the center aisle, directional signs will be erected at appropriate locations. When it is necessary to block access to this equipment, the Installation Fire Marshal will be notified, and equipment will be relocated, if possible.

i. Alterations to Buildings. No alterations will be made to any building provided with automatic protection without written approval from the Installation Fire Marshal. No construction will be permitted which will lower the fire resistance classification of any building.

j. Reports of Unusual Hazards. The DPW, Fire and Emergency Services Division, will be notified immediately on receipt of unusually large quantities of hazardous materials or any unusual shipments.

k. Materials-Handling Equipment.

(1) Gasoline-powered forklifts and other equipment will not be fueled inside a warehouse, but may be fueled on the dock at locations 50 feet or more from any stock or dunnage stacked on the dock.

(2) Gasoline-powered equipment may be stored in the warehouse, provided the location is approved by the Installation Fire Marshal and adequate drip pans and other means are provided to prevent grease accumulations on the floor.

l. Storage and Display of Paint.

(1) Products designated as flammable in the descriptive matter on the container (paint, varnish,

lacquer, enamel, shellac, and thinners) will be stored IAW TM 743-200-1. Displays will be kept a safe distance from corrosive or oxidizing materials. Storage and display will be arranged to allow prompt detection and removal of leaking containers.

(2) Water-type paints in unopened containers are not serious fire hazards, and may be stored in general purpose warehouses in conformity with regulations covering storage of materials of moderate combustibility except that palletization is required.

m. Storage on unroofed docks is permitted, provided no access doors are blocked and no storage is within 20 feet of a firewall.

n. Storage is not permitted on covered docks unless sprinkler protection is provided. Storage will be in compliance with subparagraph a, above.

## Section IV

### Laundries and Dry Cleaning Plants

**10-20. Scope.** The provisions of this section are applicable to all laundries and dry cleaning plants on the installation. All laundry and dry cleaning plant supervisory-graded employees are required to be familiar with regulations pertaining to their operation.

#### 10-21. Housekeeping.

a. Work areas will be kept reasonably clean at all times, and clothing in process of cleaning will be kept out of aisles, unless in baskets. In no case will clothing be piled where it can fall against hot pipes, heaters, drive belts, or motors.

b. Lint-collecting systems and dryer exhaust will be kept free of accumulations tending to clog or reduce the area of ducts. Lint collectors will be cleaned at least weekly.

c. Building members will be cleaned of excessive lint regularly.

**10-22. Dry Cleaning Equipment.** The installation of dryer exhausts and lint removal systems will be IAW the provisions of the National Fire Code.

**10-23. Fire Plans.** Fire plans will include procedures for plant personnel shutting down all steam, fuel, and air lines, and all electrical equipment.

**10-24. Storage.** Garments will not be left in tumblers overnight. Articles will not be folded and stacked in trucks or baskets while hot. Articles removed from the tumblers may be placed in baskets and remain overnight, if the articles have been cooled sufficiently so that there is no danger of fire.

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### Section V

#### Child Development Centers and Facilities

**10-25. Scope.** The provisions of this section are applicable to buildings or areas for care and housing of infants or children in a public place, including kindergarten and day schools.

**10-26. Responsibility.** All child development centers must comply with AR 608-1 and other applicable fire codes and regulations.

### Section VI

#### Detention Facilities

**10-27. Scope.** The provisions of this section are applicable to any building where any occupant is in any way prevented by physical or mechanical means from leaving at their own will at any time. Stockades, neuropsychopathic wards, and hospital prison wards are included.

#### 10-28. Fire and Evacuation Plans.

a. Plans for evacuation of each confinement building will be prepared by the person in command of the activity. These plans will:

- (1) Detail the action of each person on duty.
- (2) Designate alternates and establish supervision to ensure completion of the actions.
- (3) Provide the automatic transfer of functions in event of incapacitation or absence.
- (4) Establish emergency stations for receiving reports as elements of the plan are completed.

b. Fire drills will be conducted regularly and duty personnel will be examined at the beginning of each tour on their assigned functions in event of fire.

#### 10-29. Attendants or Guards.

a. Confinement areas or rooms will be under constant surveillance by an attendant posted in the room or corridor on which the door to such area or room(s) opens.

- (1) The attendant, in the event of a fire, will:
  - (a) Be prepared and able to release the prisoners or patients under his care.
  - (b) Not leave his post for any reason unless properly relieved.
- (2) In addition to subparagraph (1) above, at least one other person will:
  - (a) Be present in duty status.
  - (b) Have in his possession, or immediately available, a list of persons under confinement and the guards or attendants on duty, their location in the building.

(c) Check with each attendant to ensure evacuation of prisoners according to pre-arranged plans.

(3) Untrained personnel will be assigned stations of responsibility only under suitable direct supervision.

**10-30. Life Safety.** The facility must meet all requirements of NFPA Standard and Code No. 101.

### Section VII

#### Computer and Electronic Facilities

**10-31. Scope.** The provisions of this section are applicable to all computer and electronic facilities.

**10-32. General.** All communications facilities and structures housing communications network and monitoring equipment will comply with AR 420-90, AR 380-19, and Military Handbook 1008C.

**10-33. Fire Plan.** The individual in charge of operations of communications equipment will prepare a fire plan for the building or area occupied. As a minimum, the plan will provide the following:

- a. Periodic drills on actions under varying simulated fire conditions.
- b. Protection of equipment from smoke damage during fire-extinguishing operations.
- c. Immediate overhaul of equipment affected by smoke or water during extinguishing operations, and examination of all equipment to ensure no damage has resulted.
- d. Immediate availability of fully qualified technicians to advise fire-fighting forces, on request, concerning the equipment and power circuit controls, and to furnish any other information which will tend to minimize damage to the equipment.
- e. Immediate availability of any supplies and equipment necessary for the cleaning and drying of any exposed equipment.
- f. Maintaining required security during and after fire-fighting operations and overhaul.

**10-34. Equipment.** Individuals in charge of the operation of communications equipment will initiate action for procurement of any special equipment, such as machine covers, any supplies needed for protection or overhaul of the communications equipment, and maintenance of adequate emergency shock.

## Chapter 11

### Fire Regulations – Quarters

**11-1. Scope.** The provisions of this chapter are applicable to all personnel occupying quarters (family quarters, BOQs, BEQs, mobile homes, and comparable occupancies).

**11-2. Fire Safety.** It is the desire of this command to provide maximum fire safety with minimum intrusion and invasion of the privacy of the occupants. It is expected and required that adult occupants will exercise ordinary prudence in their own conduct, and will impose reasonable control on minors in their households. Prevention of fires is the paramount objective. Pertinent portions of applicable regulations are summarized as follows:

- a. Responsibility. Individuals will be responsible for their own actions and those of their family members, employees, and guests.
- b. Fires. In the event of fire, immediately evacuate the building as quickly and safely as possible, and notify the DPW, Fire and Emergency Services Division, by dialing 911 (see Chapter 8, Smoking.)
- c. Trash and Litter. Accumulation of trash on floors or near buildings is prohibited. Outdoor trash containers must be a safe distance from the building (see Chapter 5).
- d. Open Fires. Open fire is prohibited on the installation. Outdoor cooking will be IAW Chapter 9.
- e. Storage. Storage is prohibited in heater rooms or heater closets without exception, and attics under certain conditions (see Chapter 6).
- f. Electrical. See Chapter 6.
- g. Heating Equipment. See Chapter 6.
- h. Kitchen Equipment. Grease hoods and fans will be kept clean. Combustibles will be kept clear of open flame areas, such as range tops.
- i. Fireworks. Fireworks are prohibited without exception.
- j. Ammunition. Ammunition, regardless of amount, will not be kept in a BEQ or BOQ. Guidance for Ammunition Control Procedures is contained in JRTC & FP Reg 75-1.
- k. Seasonal Decorations. Only noncombustibles or approved, flame-proofed materials will be used for decoration and will be approved by fire prevention personnel prior to use. No natural Christmas trees will be permitted in any family quarters for a period in excess of 10 calendar days. All lights and lighting sets for use with Christmas trees will bear the UL label and be in good condition. Electric lights will not be used on any type of metal tree.

**11-3. Fire-Fighting.** Except for minor or incipient fires, occupants will not attempt to extinguish fires.

**11-4. Flammable Liquids.** Flammable liquids will be used and stored IAW Chapter 13.

**11-5. Vehicle Parking.** Only designated parking areas will be used for parking cars, trucks, or motorcycles.

**11-6. Cleaning Cooking Stoves.** Extreme caution will be used when cleaning cooking stoves to prevent damage to burners and thermostats. Gas stoves moved during cleaning will be inspected by authorized personnel for leaking connections prior to use.

#### 11-7. Precautions.

- a. Take positive measures to keep matches, cigarette lighters, and all types of flame-initiating devices inaccessible to children, exercising special care if a child has a history of playing with fire.
- b. Keep flammable liquids in safe containers, away from sources of ignition, and safe from tampering by children. Small quantities (one pint or less) may be kept in metal containers capable of being tightly closed. Larger quantities must be kept in standard self-closing safety cans.
- c. Keep combustible debris or trash in covered metal cans, and in designated places, or 10 feet from the quarters or carport.
- d. When painting with other than water emulsion paints, turn off pilots and other sources of ignition. Floors will not be washed with solvents when cleaning up. Use of drop cloths or newspaper will eliminate most cleaning. If cleaning with solvent is necessary, open all windows and close door(s) to remainder of the house. Small amounts of solvent on a rag can be used; clean no more than 1-square foot at a time, and dry the clean area prior to starting the next section.
- e. Persons taking medication intended to induce sleep will not be permitted to use open-flame heating devices, including kitchen equipment, without the presence of a second party. Such individuals will not smoke when alone.
- f. Means for prompt removal of any incapacitated members of the family will be provided. Invalids in the house will not be left without an attendant capable of handling them, or unless such aid is available within reasonable distance.
- g. Children under the age of 12 will not be left alone in the house. In as little as 3 minutes, a small fire can gain sufficient headway to cause death by asphyxiation.
- h. Clean up promptly after parties. Particular attention will be made to ash trays, upholstered furniture, and waste containers. The extra fatigue

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is less than that resulting from cleaning up after a fire.

i. Babysitters will be selected with care. Parents or guardians will ensure that the sitter knows where to reach the parent or guardian; how to call the DPW, Fire and Emergency Services Division; and how to reach the doctor. If the required physician is out of contact with a telephone, the babysitter will receive the telephone number from the parent or guardian of an adult capable of making emergency decisions.

**11-8. Fire Plan.** Individuals in other than private quarters are required to know their assignments in the Fire Plan. Heads of households are urged to develop and instruct their family members in the Fire Plan for their quarters (see paragraph 13-8 for plan elements). The dwelling Fire Plan will be clear and uncomplicated so that all members, within the limits of their capabilities, understand and carry out their assignments. Principles are essential as follows:

a. Immediately upon discovery of a fire, all personnel will leave or be removed from the building. Closed doors will not be opened if they are hot or even unusually warm to touch, as this heat indicates there is a fire on the other side.

b. All occupants will be notified in adjoining quarters or houses.

c. If possible, telephone the alarm to the DPW, Fire and Emergency Services Division, but do not risk injury to use the quarters' telephone. Occupants can use the neighbor's telephone.

d. Grease fires in kitchens can normally be safely controlled at the start. *Fires in skillets, broilers, and deep fat devices can usually be extinguished by covering with a lid, not necessarily tight-fitting. A lid will be kept conveniently available for this purpose. If a boil-over has occurred, a handful of baking soda or a wet towel thrown over the burning area will usually extinguish the fire. The burner control will be turned off as soon as possible. Attempting to move any type of container that contains burning grease is prohibited.*

e. Everyone will stay away from flammable liquid fires. No attempt to extinguish the fires will be made, other than smothering, i.e., throwing a blanket over the burning area. These fires will usually burn out in a few minutes after the supply of fuel is stopped.

f. If clothing is on fire, first get the person on the ground or floor, wrap the victim in anything at hand, or roll the victim on the ground. Attempts to beat out a fire with hands are ineffective and usually result in injury to the would-be rescuer. Victims will be handled as little as possible, making no attempt to treat the burns or to remove burned clothing.

g. Natural gas is dangerous; butane, propane, or mixtures are even more dangerous. If, at any time, a person smells gas and cannot locate and stop the flow, call the DPW, Fire and Emergency Services Division. If the flow cannot be stopped, ventilate the house immediately, regardless of weather conditions. If the odor of gas is strong, precautions will be taken as follows:

(1) Evacuate all occupants from the house.

(2) Call or have someone else call the DPW, Fire and Emergency Services Division, from a neighbor's telephone. Telephones in the gas area will not be used. If possible, take the telephone off the hook.

(3) If a person can reach the main supply valves of all devices having pilot lights, without undue stress due to the gas, shut them off.

(4) Do not shut off or turn on any electrical appliances, devices, or lights where the disconnecting device (switch or plug) is inside the house. If the main service switch is located outside of the quarters, disconnect the service by pulling the switch.

### **11-9. Liquid Petroleum (LP) Gas in Quarters.**

Liquid petroleum gas is defined as liquid petroleum gases ((LPG), LP gas, bottled gas), which contain any of the hydrocarbons: propane, propylene, butanes (normal and iso) and butylenes.

a. Portable equipment such as camp stoves and light equipment utilizing LP gas may be stored in quarters subject to compliance with all the following conditions. Under no conditions will the devices be fired or operated inside the building.

b. Gas containers, where possible, will be disconnected from the devices and checked for leaks (by immersion in water prior to storage). Leaking containers will be placed outdoors at a location safe from ignition sources, until they can be disposed of safely.

c. Storage will be at a location which will minimize exposure to excessive temperature changes, physical damage, or tampering by unauthorized persons, particularly children. The site will also be remote from exits, stairways, or areas normally used for or intended for use as safety exits.

d. Storage may be in basements or other below-grade areas, if available (not necessarily convenient), and if the location and method of storage has been approved by the Installation Fire Marshal.

e. Any gas container which has been dropped or subjected to heavy impact (whether visibly damaged or not) or has been subjected to other minor abrasion, will be returned to the supplier for verification of its safe condition prior to being stored.

## Chapter 12

### Fire Prevention in Vehicles

**12-1. Applicability.** The provisions of this chapter are applicable to all vehicles, including armored and self-propelled combat vehicles.

#### 12-2. General.

a. Loss or disablement of a combat vehicle by fire represents the same diminution of striking power as loss due to enemy action.

b. Fires in combat vehicles are generally due to one or more of the avoidable conditions as follows:

- (1) Overfilling of fuel tanks.
- (2) Spillage due to excessive filling rates.
- (3) Leakage into engine compartments from defective fueling equipment.
- (4) Operation of vehicles with leaking fuel, lubrication, and exhaust systems.
- (5) Operation with an appreciable accumulation of fuel, lubricants, and extraneous combustible materials in engine compartments.
- (6) Fueling or parking with hull drains closed, allowing leakage accumulations in the vehicle.
- (7) Failure of crews to initiate adequate emergency measures for control of fires.

#### 12-3. Fire Prevention and Control.

a. Drivers of the receiving vehicle will exercise extreme caution in fueling to prevent overfilling and spillage, and will not allow use of refueling equipment that is leaking or otherwise in an unsafe condition.

b. Drivers will position fuel supply vehicles so that refueling hoses do not cross engine compartments or hatches, using extra lengths of hose, if necessary.

c. Drivers of fueling vehicles will ensure that static-control devices, such as grounding and bonding connections, are made in proper sequence prior to fuel transfer. Lock-open devices will not be used.

d. Drivers of the receiving vehicle will open all hull drains prior to and during fueling operations, and at any time the vehicle is inoperative overnight or longer. When hull drains are opened during fueling operations, the vehicle commander will check carefully for leakage of lubricants or fuel.

e. Drivers will check carefully for and promptly report any fuel or lubricant leaks when performing before-operation, at-halt, and after-operation inspections.

f. Engine compartments will be cleaned whenever there is evidence of excessive accumulation of combustible fuel or lubricant leaks; remove power plant, as necessary. The vehicle commander will

deadline the vehicle pending repairs or cleaning if a fire hazard exists.

g. Cleaning operations that involve the use of combustible solvents will be in compliance with Chapter 13.

h. Procedures for clearing hydrostatic locks will include measures for prevention of ignition of the expelled fuel.

i. Commanders will schedule periodic fire drills for combat and fueling vehicle crews to ensure thorough familiarity with fire-extinguishing methods and capability for applications. Drills will include de-energizing of electrical systems, manipulating hull drain valves, simulated activation of installed and hand-operated extinguishers, and rescue of incapacitated crew members. Higher echelon commanders will call unannounced fire drills in the motor pools and during field operations.

## Chapter 13

### Flammable Liquids

**13-1. Scope.** The provisions of this chapter are applicable to all operations and activities where this type material is stored, handled, or used.

**13-2. Explanation of Terms.** Flammable liquids are defined as any liquid with a flash point below 100 degrees Fahrenheit (37.8 degrees centigrade). Combustible liquids are defined as any liquid which will burn, but has a flash point in excess of 100 degrees Fahrenheit.

#### 13-3. Storage.

a. All flammable and combustible liquid storage will conform to the requirements of the NFPA Standard and Code No. 30, *Flammable and Combustible Liquids Code*.

b. Flammable liquids will not be stored, regardless of quantity, in any place of public assembly, club, barracks, BOQ, or building which is normally used as sleeping quarters.

c. Where occupancy of any building requires storage of flammables such as office supplies, cleaners, fluids, and laboratory agents in small quantities for frequent use, the total quantity on hand will be kept to the minimum consistent with time required for normal supply. The portion not in desk or table containers will be stored in the original shipping containers (if capable of being resealed) in an approved flammable liquid storage cabinet. Only one container for each type will be opened at a time.

d. Combustible liquids may be stored in closed metal containers having an individual capacity of not

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more than 5 gallons. The use of glass or plastic containers other than listed safety cans is prohibited.

e. Gasoline storage in family quarters is generally prohibited unless in an outside storage bldg. Since outside storage buildings are lacking, flammable liquids may be stored in the storage room available provided the following conditions are met:

(1) The amount in containers necessary for operation of small engine, must not exceed 5 gallons.

(2) The storage area does not contain and is remote from any possible source of ignition such as water heaters, furnaces, electrical appliances, etc.

(3) Adequate ventilation of the storage area is provided to prevent accumulation of flammable vapors. Below-grade basements and cellars are not acceptable storage areas.

(4) The storage area is not occupied as living space or used as an exit.

(5) The location is arranged so that storage therein is not subject to mechanical damage.

(6) All openings from the fuel tank are tightly closed and the supply line to the engine is shut off where a valve is provided.

(7) Gasoline is stored only in a safety can that is listed by a nationally recognized testing laboratory.

(8) No refueling is conducted inside or within 10 feet of any building, including garages, basements, or appurtenances.

(9) The storage area is locked and safe from children tampering with stored liquids.

(10) A sign is affixed on the outside of the door stating, "*Flammable – No Smoking*".

(11) The occupant will be liable for losses by fire caused by the occupant's negligence in the storage and use of flammable liquids.

(12) Gasoline apparatus will be allowed to cool before storing or refilling.

f. Storage Locker.

(1) Where units in the cantonment area cannot fully comply with the above requirements and those of Chapter 6, storage will be restricted to that required for daily use and will not exceed a 1-month supply. This storage will be only in a locker of approved design, recorded and approved by the Installation Fire Marshal or his duly appointed representative. The locker will be located at least 50 feet from the nearest combustible building and/or 25 feet from the nearest non-combustible building. The locker will be located so as to preclude possible mechanical damage such as being hit by vehicles or electrical lines which could break and cause ignition. Also, the location must be clear of gas regulators or vents. Units are responsible for furnishing this locker.

(2) The locker will be painted to blend with the buildings in the vicinity. It will have the sign "*Flammable – No Smoking Within 50 Feet*" affixed to all four sides. Signs will have white letters on red background and be easily readable from a distance of 50 feet.

(3) The locker will be well ventilated to prevent the accumulation of flammable vapors.

(4) The locker will be locked at all times, except when issues or receipts are being made and the key or keys kept in the possession of a responsible person designated by the commander. This person will be responsible for the issuing and use of any material from the locker.

(5) All materials stored in the locker will be appropriate cans with lids or tops secured, and sides and bottom cleaned. Gasoline stored in the locker will be in an approved safety can with spring-closing valve on the pouring spout and a spring-hinged cap on the fill opening. This can will be labeled with the words, "*Gasoline – Not To Be Taken Into Building*", on one side and "*Gasoline – Not To Be Used For Cleaning*", on the other side. No gasoline container other than the one 5-gallon safety can, will be stored in the flammable storage locker.

(6) Drop cloths are considered a flammable item, and will be aired outside for 1 week after their last use before storing.

(7) In some instances where units cannot fully comply with the above requirements, but come within reasonable limits, a special waiver may be granted by the Installation Fire Marshal or his representative. This waiver will be signed and incorporated on the statement of inspection which must be posted inside the locker.

g. Commanders will designate storage areas outside of the cantonment area for immersion heaters, 5-gallon tactical gas cans, and other fuel-consuming devices. The 5-gallon tactical cans may be stored in vehicle racks or in designated, marked, and segregated areas IAW FM 10-69. Used empty containers are subject to all provisions for containers of flammables.

h. Request for inspection of storage facilities may be made by calling the DPW, Fire and Emergency Services Division.

i. Storage tanks above ground will be in a diked area to have a capacity of at least equal to the volume of the tank or tanks enclosed.

### 13-4. Fueling Operations.

a. Only authorized and properly trained personnel will be permitted to issue, withdraw, use, or have in his custody any flammables or operate major fueling equipment. Knowledge of the equipment hazards of



the equipment involved and the regulations for handling flammable liquid is required. Also, the operator must be familiar with the procedures for calling the DPW, Fire and Emergency Services Division, by the quickest means and be familiar with the location and operation of fire-fighting equipment.

b. "Self-service" gasoline stations will have a fully qualified attendant in the immediate vicinity of gasoline-dispensing operations during all periods that the facility is open for use.

c. Unattended gasoline stations are not permitted.

d. Operators of vehicles and mobile equipment will turn off the engine, lights, and short-wave transmitter, and set a parking brake before taking on fuel.

e. Vehicle operators, attendants, or others will not smoke or light a match or lighter during fueling, and there will be no open flame in the vicinity.

f. Latching or locking devices which restrict or impede the ability to stop the flow of fuel will not be permitted. Any gasoline or other flammable liquid containers found to be leaking will be moved to a safe location and contents transferred to serviceable containers. Arrangements will be made for proper disposal of leaking containers.

g. No glass or plastic container (other than a plastic container listed by UL, Inc. or Factory Mutual Engineering Corp) will be used for gasoline. Service station operators are prohibited from dispensing gasoline into containers other than approved containers, even for emergency purposes.

h. No vehicle transporting explosives will be refueled with gasoline while explosives are in the vehicle, except in an emergency and then only with the engine stopped, all lights turned off, and static grounding devices properly connected.

i. No defective or leaking fuel dispensing equipment (e.g., nozzles, hoses, pumps) will be permitted to operate until restored to proper operational condition.

j. "Make-shift" fuel dispensing and defueling arrangements and equipment will conform to the pertinent requirements of the National Fire Codes or applicable Army TMs. Defueling into open containers is prohibited.

k. Automotive vehicles and other spark-producing equipment will not be operated within 50 feet of any fuel spill involving gasoline or fuels of similar characteristics until the spill has been cleaned up and all flammable vapors have dissipated.

l. Fueling of lawnmowers and other gasoline-powered equipment or dispensing of any flammable liquid will be done outside of all buildings, including garages, basements, or appurtenances associated with family quarters. Inside fueling is prohibited.

m. Filling tactical containers in the bed of a vehicle is prohibited.

n. Fueling of aircraft will be in strict accordance with National Fire Codes and FM 10-69.

o. All tanks, hoses, and containers will be positively bonded while flammable liquids are being poured or dispensed to prevent static electrical discharge.

p. Transfer of flammable liquids by compressed air or gases is prohibited.

q. Gasoline, oils, or any other flammable liquids will not be discharged into, or permitted to accumulate in, storm drains, or storm or sanitary sewers.

### 13-5. Special Flammable Liquid Hazards.

a. Flammable liquids will not be used for cleaning equipment parts. Non-flammable cleaners or solvents and/or water-solvent detergents will be used for such purposes.

b. Flammable liquids will not be used to clean or refinish floors, decks, or other furniture and furnishings.

c. When cleaning or refinishing floors with combustible liquids, observe the following:

(1) Provide all possible natural ventilation and/or adequate mechanical ventilation to dissipate vapors.

(2) Prohibit smoking in the work area.

(3) Keep open flames and spark-producing devices away from the work areas.

(4) Shut off all pilot lights in the vicinity.

(5) Clean only a small area at a time.

(6) Restrict the amount of fluid to that necessary for immediate operation.

(7) Prohibit the use of open containers.

d. Types of equipment using liquid fuels include ranges, ovens, immersion heaters, lanterns, lawn mowers, generators, compressors, welding machines, and similar devices. Use of this type of equipment in any building on the installation is prohibited at all times, unless prior approval is obtained from the Fire Chief.

**13-6. Draining Flammable Liquid Tanks.** This procedure is applicable to fuel tanks on vehicles and skid- or trailer-mounted equipment such as generators or pumps, heating equipment, and lighting equipment. The tank may be an integral part of the equipment or may be portable.

a. Draining fuel from tanks will be accomplished outdoors, except as permitted in subparagraph g, below. The site selected will be 50 feet or more from any vehicle, road, or building, with terrain such that vapors will be rapidly dissipated. Smoking, use of any flame or spark-producing device, and vehicle movement will be prohibited in the area during and for 30 minutes after draining operations.

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b. Prior to beginning the operation, all parts of the vehicle or device will be allowed to cool so as to allow grasping with the bare hand without discomfort. All electrical equipment will be de-energized. Batteries will be disconnected and removed to a point 50 feet or more from tank being drained. The receiving vessel will be firmly electrically bonded to the tank being drained. This bonding connection is to be made prior to opening the drains; it will remain in place until the draining has been accomplished and all openings in the tank and the receiving vessel have been sealed. Drainage will not be allowed to discharge on the ground.

c. The receiving vessel will be capable of being sealed vapor-tight.

d. Spills will be wiped up after completion of fueling, including equipment and vessels, and allowed to dry for 30 minutes prior to any further work.

e. After the equipment is dry, the receiving vessel will be disconnected and moved to at least 50 feet from the work site.

f. Hot-work on any fuel tank requires complete purging.

g. Draining may be accomplished inside shops where the vehicle size or condition precludes movement to the outside for the operation, subject to the approval of the Fire Chief. In such cases, provisions of all possible natural ventilation are mandatory.

**13-7. Transportation.** Tank vehicles for transportation of flammable liquids will comply with the National Fire codes, applicable TMs, and the following:

a. The pump engine will be shielded from spillage or leakage.

b. Drag chains are not required. Bonding is required when loading into above-ground tanks or other vehicles.

c. Tank trucks, semi-trailers, fuel-servicing trailers, and containers with capacities in excess of 55 gallons will be loaded only at approved loading racks. This restriction is applicable to loading type fuels and petroleum-based solvents. All precautions prescribed by FM 10-69 for preparation for loading will be strictly observed. In the absence of standard loading facilities, vehicle service facilities may be used, provided the following additional mandatory precautions are observed:

(1) All bonding and grounding devices required for standard loading racks or their equivalent will be provided.

(2) The filling nozzle will be of a type which must be held open by the operator. The nozzle will discharge into a section of conductive hose tightly

fitted to it. The hose will be of sufficient length to extend to the bottom or nearly to the bottom of the tank when the nozzle is held at a comfortable work height and position outside of the dome.

(3) Vehicle movement or parking within 50 feet of the fill point is prohibited. All personnel not directly concerned in the loading operation will be excluded from the area. This exclusion will be clearly delineated by ropes, barricades, signs on stanchions, or other effective marking devices.

(4) The tank truck or primer mover will not be started for any reason during the operation, nor will electrical devices or engines on the vehicle be activated when any valve is open, dome covers are unsecured, or spills are present.

(5) The individual operating the filling nozzle will position himself upward as far as possible from the dome or filling opening, and in a position where minimum fatigue will result during the period required for loading.

d. Motors of tank trucks or tractors will be shut down when making or breaking hose connections.

e. The driver or attendant will not leave the truck during loading or unloading operations.

f. Leaking transport trucks may be unloaded at the intended delivery point if, in the opinion of the Installation Fire Marshal, the unloading can be safely accomplished with maximum possible safety. In cases of non-government equipment, precautionary measures for safe movement of the vehicle will be employed to effect removal of the vehicle from the reservation.

g. Tank vehicles may be parked in groups of three, 10 feet apart, with 50 feet of separation between groups. Parking locations will be selected so that the vehicles are accessible from all sides for fire-fighting operations, and so that any of the tank vehicles can be moved (under its own power or towed) from the vicinity without moving another vehicle. Chaining and locking of steering wheels is prohibited.

**13-8. Purging Flammable Liquid Tanks and Containers.** Purging will be accomplished in strict accordance with the NFPA Standard and Code 327, *Standard Procedures for Cleaning or Safeguarding Small Tanks and Containers without Entry*.

**13-9. Use.** Supervisory personnel at all levels will be held accountable in all cases of fire or accidents arising from or involving use of flammables. *In case violations of any published regulation are involved or failure to exercise ordinary prudence can be demonstrated or reasonably inferred, responsible personnel will be subjected to disciplinary action or held financially liable.* Detailed information concerning

safe use and handling of flammables may be found in the National Fire Codes. In the absence of ARs, the NFPA Standards and Codes are applicable.

**13-10. Parts Cleaning.** For cleaning parts removed from vehicles or small size items by washing, a standard safety cleaning vat meeting the following requirements will be provided:

- a. Location of the vat will be at a point where natural ventilation will move any fumes directly to the outside and away from possible sources of ignition or to where safe mechanical ventilation is provided.
- b. Construction will be all metal, including support.
- c. An automatic, self-closing lid will be provided.
- d. The vat will be located so that there is no danger of accidental upset during filling, draining, or cleaning operations, or from movement of vehicles or material handling. If located at a point subject to possible overturning, the vat will be securely anchored to the floor or building frame.
- e. All electrical wiring outlets, fixtures, and devices around and within 20 feet of the tank will be approved for Class 1, Division 1 locations.
- f. Vat drains will be of a type that must be held in the open position, and will not be secured in the open position.
- g. Waste or used charges will be drained from the tank into approved containers and taken immediately from the building for disposal in a manner approved by the Installation Fire Marshal.

**13-11. Cleaning Vehicles.**

- a. Flammable solvents will be used only where the grease or foreign material cannot be removed by soap or detergents and water or other non-flammable agents, and then only in the minimum quantity necessary for removal of the deposit.
- b. No work will be done on the electrical system of a vehicle when a solvent has been used on that vehicle or any other within 50 feet of it, until the solvent has thoroughly dried and all traces of the vapor have disappeared.
- c. Flammable solvents will not be used for cleaning any part of a vehicle until all parts, including the exhaust manifold, are cool enough to allow gripping with the bare hand without discomfort.
- d. Where cleaning or other operations require use of flammable solvents inside the hull or engine compartment of a vehicle, the following is required:
  - (1) The entire electrical system will be de-energized by disconnecting first the grounded side and then the ungrounded side of the battery or batteries.

- (2) The battery will then be removed or protected from accidental metallic contact across the terminals by replacing the cover, or by securing in place a temporary cover of insulating material.

- (3) Extension cords, trouble lights, or other electrical equipment in use around or within 20 feet of the vehicle will be of a type approved for use in atmospheres containing flammable vapors.

- (4) Two men will be present at all times during the operation. Only one man will enter the vehicle at any one time and the other will remain outside to render assistance and ensure precautionary measures.

**13-12. Jet-Petroleum (J-P) Fuel.** This fuel is in the kerosene family. Precautions and facilities contained in FM 10-69 and the National Fire Codes are applicable and mandatory. The J-P fuels, like gasoline, frequently develop explosive vapors in partially filled tanks and containers. Excessive agitation and excessive velocity in pipelines develop heavy static charges in the liquid and arcing from the liquid surface to the tank body is possible. These characteristics increase the importance of rigid compliance with all safety measures.

**Chapter 14  
Fire Plans**

**14-1. Scope.** A written Fire Plan is required for each building normally housing 10 or more persons for those in hazardous operations or occupancies, under restraint, and wholly or partially incapacitated persons. Heads of households, particularly those with small children, or members who are incapacitated or partially incapacitated, are strongly urged to develop and practice the Fire Plan for their quarters. No element of the Fire Plan will require any action which will involve risk of injury or loss of life. An exception is that persons having custody of others under restraint (confinement officers, stockade guards, ward master of psychiatric or detention wards, or attendants with non-ambulant patients) are expected to give first consideration for the safety of their charges. Details of the Fire Plan will vary with the individual buildings, but each Fire Plan will provide information, as follows:

- a. Method of alarm.
- b. Evacuation of building.
- c. Accounting for occupants.
- d. Coordination with the Fire Department.
- e. Preservation of property.
- f. Fire-fighting.
- g. Cleanup.
- h. Action to be taken after fire.
- i. Precautionary measures.
- j. Training.

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### 14-2. Method of Alarm.

a. To the Fire Department (DPW, Fire and Emergency Services Division). Provisions will be made for ensuring all personnel are trained in the use of each of the facilities available for calling the DPW, Fire and Emergency Services Division. Placards showing the building number and fire reporting number will be posted on all telephones. These placards are obtained at the Main Fire Station, Building 1736, 2100 Louisiana Avenue, Fort Polk.

b. For the Building Occupants. The method for alerting building occupants will be the following:

- (1) Reliable.
- (2) Easily audible or visible over normal and ordinary noises or obstructions.
- (3) Of a type that will alert all occupants such as bells, gongs, light signals, buzzers, or voice alarms.

### 14-3. Evacuation of the Building.

a. The primary route will provide egress from the building with the least amount of travel over or through normal facilities.

b. The secondary route will be easily accessible from the area being evacuated, and will be accessible from any point on the primary route *without backtracking*.

c. Routes will be of sufficient capacity to allow orderly and continuous movement of the number of persons expected to use it. Capacity of secondary route will be equal to that required for the primary route.

d. The route will be as near as possible to those normally followed in entering and leaving the building.

e. All routes will be adequately lighted. Exterior fire escapes or ladders should be used only as a last resort.

f. When personnel are available, route monitors will be stationed at strategic points to direct and regulate traffic. These monitors will leave the building behind the last evacuees.

g. Personnel will be assigned to assist partially incapacitated persons normally in the building.

h. Hospital Fire Plans will include the order of rescue, since all patients probably cannot be moved at once. The necessary equipment for handling the patients will be provided, and facilities for receiving them will be established.

### 14-4. Accounting for Occupants.

a. Definite assembly points for evacuees will be established to allow a headcount to ensure all persons are out of a building.

b. A building search will be made in buildings with numerous rooms and places where the occupants are relatively isolated and might not be aware of the alarm.

### 14-5. Coordination with the Fire Department.

One individual and an alternate, competent and authorized to make decisions for and to commit the activity, will be designated to assist in fire prevention inspections or to receive the report. Also, an individual will be designated to meet the responding fire equipment and furnish information as to the location of the fire, any unusual conditions in the fire area, and any special precautions required for safe entry to the fire area. He should be stationed along the response route, obtainable from the Fire Chief, and any reports of missing personnel or information of value to the DPW, Fire and Emergency Services Division will be channeled through him.

**14-6. Preservation of Property.** If time allows and persons are physically able, an effort will be made to protect property from damage by fire or water.

a. Irreplaceable records not in fire-resistant containers will be removed from the building. Priorities will be established by unit commanders.

b. Machines, office and production, will be covered.

c. Safe and vault doors will be closed and locked. File and desk drawers and storage cabinet doors will be closed. Papers and current work will be removed from desk tops and baskets and placed in desks.

**14-7. Fire-Fighting.** Teams will be trained in the use and limitations of extinguishing equipment available. Extinguishment will be attempted only when the fire is small. Teams will be trained to watch each other and to withdraw at the first sign of distress of any member. Fires produce deadly gases and for this reasons extensive fire fighting by other than professionals will be held to a minimum.

**14-8. Cleanup.** Provisions should be made for the presence of responsible personnel during the cleaning of the premises after the fire.

a. Contents of desks, cabinets, etc., will be examined and any documents or papers dried.

b. Machines will be examined, dried, and oiled.

c. Electrical equipment will not be connected or used until examined and released by the DPW, Maintenance Division, Electrical Shop.

d. Arrangements will be made for temporary custody of property removed to prevent further damage.

#### **14-9. Action to be Taken After a Fire.**

a. The fire scene will be guarded so that no evidence as to the cause of the fire or factors contributing to the extent of damage will be lost.

b. When released by the Fire Chief, damaged material will be separated from undamaged material. All material will be protected from deterioration and further loss from the elements. Such actions at the point of fire origin must await completion of investigations, taking photographs, and establishing a cause.

#### **14-10. Precautionary Measures.**

a. Sleeping Facilities. Facilities other than approved areas will not be used for sleeping quarters.

b. Exits. Exit facilities will be adequate in number, kept unobstructed at all times, and appropriately marked.

c. Decorations. Decorations will be of flame-proof material.

d. Combustible Waste. Combustible waste material will be removed at least daily and disposed of in a safe manner.

e. Flammable Liquids. See Chapter 13.

f. Smoking. Smoking in bed is prohibited. Smoking in supply rooms, storage rooms, or within 50 feet of flammable liquids is prohibited. See Chapter 8.

g. Fixed-hazard areas will be designated by *"NO SMOKING"* signs.

#### **14-11. Training.**

a. Instructions. All newly assigned personnel will be given instructions in the fire hazards involved, the use of fire-fighting equipment, the operation of the Fire Plan, and the individual's responsibilities in the fire prevention and protection.

b. Posting of Fire Plans. Fire Plans will be posted in locations where individuals may review them (i.e., company bulletin boards and/or building bulletin boards).

c. Fire Drills. Fire drills will be conducted in all buildings on the installation IAW the following paragraphs to test effectiveness of Fire Plans.

(1) Child Care Centers - One drill per month.

(2) Hospital - Quarterly for each shift of employees.

(3) Guest Houses - One drill each month.

(4) Barracks, BOQs, and BEQs - One drill annually (normally during National Fire Prevention Week).

(5) Public Assembly Buildings - One drill each month.

(6) Administrative Buildings - One drill annually (normally during National Fire Prevention Week).

(7) Warehouses - One drill annually.

(8) Equipment Shops (Including Aircraft Hangars) - One drill each month.

(9) Business-Type Occupancies - One drill annually.

### **Chapter 15**

#### **Contractor and Concessionaire Operations**

**15-1. Scope.** All provisions of this chapter are applicable to contractor parties and concession holders.

**15-2. Explanation of Term.** The term "contractor" includes all persons or firms performing work or services on this installation for the US Government or any of its branches, or holders of concessions involving any type work or service on the installation.

**15-3. Responsibility.** Each contractor will:

a. Ensure responsibility to the government for acts of his employees or of persons rendering his service, whether or not the act was specifically directed by him.

b. Furnish any special fire-protection equipment, and install any special fire-protection facilities, which, in the opinion of the Installation Fire Marshal or Fire Chief, are necessary for protection of government property involved in his operation or exposed to possible damage from the operation.

c. Report to the Fire Station, Building 1736, 2100 Louisiana Avenue, Fort Polk, to sign a contractor agreement and pick up a copy of this publication. This copy will be returned to the Fire Station upon completion of the contract.

d. Ensure the buildings assigned to the contractor will be used only for the purpose assigned and will not be used for sleeping or living quarters, unless specifically approved for such use.

e. Maintain materials stocks and construction materials inside and outside of the building(s) IAW provisions of this regulation.

#### **15-4. Equipment.**

a. All equipment utilizing natural gas, liquefied petroleum gas, fuel oil, electrical energy, flammable solvents, or hazardous material will be of a type and model approved for that specific use.

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b. All equipment and tools used by the contractor will comply with Occupational Safety and Health Administration (OSHA) regulations and the National Fire Codes.

**15-5. Correction of Fire Hazards.** Hazardous conditions will be reported verbally to the contractor. Where corrections are not made in a reasonable time, the Installation Fire Marshal may order operations stopped until correction is completed.

**15-6. Storage of Materials.** See paragraph 15-3e.

**15-7. Requirements.** All requirements contained in Safety Manual EM 385-1-1 are applied to contractors.

## Chapter 16 Miscellaneous Hazards

**16-1. Flammable Liquids.** Use of flammable liquids for cleansing, as paint thinners, or for any purpose other than IAW Chapter 15, is prohibited.

**16-2. Fireworks.** Fireworks will not be stored, offered for sale, used, in possession, exploded, or burned at any point on the reservation, unless authorized, in writing, by the Installation Commander or his designee.

a. Unauthorized fireworks found on the post will be seized by the military police and retained in whole or in part for evidence.

b. Any person using unauthorized fireworks will be held fully liable for any loss from any fire starting from or aggravated by such use or possession.

**16-3. Open Fires.** Open fires, including open-flame lighting and improvised wood heating, are prohibited on the installation except:

a. Gasoline torches and welding equipment authorized in writing.

b. Fires in fireplaces, if properly protected by a screen and authorized by the DPW, Fire and Emergency Services Division.

c. Fires in barbecue pits or outdoor cooking devices, provided the user assumes full responsibility for any fire damage caused thereby and the fire is in full view of and attended by a responsible adult from initial firing until dead out. Portable barbecue devices will not be used within 10 feet of any building.

d. Candles used for table lighting will be contained within the globe of a hurricane lamp. Persons placing and causing decorative candles to be

placed will be responsible for ensuring adequate clearance from combustible materials.

e. Fires in shops where such fires are a normal and accepted part of the processes being accomplished.

f. Fires in incinerators authorized for the destruction of materials and documents.

**16-4. Radio and Television Receivers.** Radios and televisions will not be left on at any time the building or room is unoccupied.

a. Outside antenna systems will be installed IAW applicable TMs and/or the National Fire Codes.

b. The openings in radio and television cabinets for release of the heat will not be obstructed.

c. Power connections for radio and television sets will be IAW the National Fire Codes.

**16-5. Protection of Combustibles.** Persons using devices that produce heat, sparks, or embers will exercise the care necessary to prevent ignition of any combustible materials in the vicinity. Combustible material will not:

a. Be placed in contact with any light bulb, or so placed that accidental movement of either or both can result in contact with light bulb.

b. Be placed or stacked in any location where rolling or upset of the stack will allow contact with any electrical equipment, heating device, moving belt, or heat vent.

c. In any case, be stacked on or draped over radio or television cabinets. Reasonable clearance will be provided between cabinets and light combustible materials.

## **16-6. Tar Pots and Kettles.**

a. Kettles for heating tar, asphalt, and similar materials will be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents.

b. The material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flashpoint.

c. Tar pots or kettles will not be operated inside, on the roof, or within 25 feet of any building. They must be attended by a competent operator. A minimum of two 20-pound dry chemical extinguishers will be provided at the tar pot and at the area of tar application.

d. When material is applied within buildings or enclosed areas, the atmosphere will be free of dust. Adequate ventilation will be provided to completely remove all smoke and fumes.

e. All smoking, open-flame devices, and/or other sources of ignition will be prohibited in or near the area of application.

f. Mops, brushes, or other applicators will be stored in an area approved by the Fire Chief.

**16-7. Fences.** Fences, including any type security wire, create barriers for fire trucks and safety hazards to firefighters. Fences are prohibited unless approved, in writing, by the Fire Chief.

a. All fenced areas approved by the Fire Chief will have guards or available personnel to open gates before the arrival of the fire trucks in case of fire.

b. Family housing occupants will submit requests for approval to fence yards or areas through the DPW, Housing Division.

## Chapter 17

### Range, Maneuver, and Bivouac Fire Regulation

#### Section I

##### Fire Reporting

**17-1. Scope.** The provisions of this chapter are applicable to all portions of the reservation outside the cantonment area and to any areas outside the reservation in use for field training exercise.

**17-2. Alarms of Fire.** Any person discovering a fire, including brush and forest fires, during field exercises will immediately notify the DPW, Fire and Emergency Services Division and G3/DPTMS, Range Division, Range Control, by the most expeditious means: radio, messenger, telephone, or any combination thereof. The DPW, Fire and Emergency Services Division will be advised of the most direct route to the fire.

#### Section II

##### Fire Prevention

**17-3. Implementation.** All commanders will ensure that personnel in their command are alert in detecting and reporting fires, and are aware of the consequences of neglect or carelessness which result in a fire.

**17-4. Smoking.** Extreme care will be exercised in disposal of smoking material. When out of doors, a space will be cleared through the surface litter down to mineral soil. Cigars, cigarette butts, or pipe ashes will be placed in the cleared spot and ground into the soil until out. Ash trays will be used when driving, and in no case will burning material be thrown from any vehicle. Butt cans will be provided in bivouac areas and will be dumped daily into a pit and covered with mineral soil. See Chapter 8.

**17-5. Matches.** Only safety matches will be used. After striking, each match will be broken and the burnt end felt to ensure that it is dead before throwing it away.

**17-6. Open Fires.** No open fire will be built within 50 feet of any flammable-liquid containers, including fuel tanks in vehicles and motor-driven vehicles. Prior to building an open fire, all combustible material will be scraped from an area 6 feet in diameter and a small hole dug in the center for the fire. Fires will be kept small. Fires will never be built against trees, logs, or near brush. Open fires will never be left unattended. Before leaving an open fire, coals will be stirred while soaking them with water and all stocks turned and soaked. The fire pit will be covered with 6 inches of dirt free of leaves, twigs, and other vegetation. Prior to covering, a final check will be made of the ash with the bare hand to make sure the fire is dead out. Clothing will not be hung over or close to an open fire to dry. Where hazardous burning conditions exist, the unit commander will prohibit open fires.

**17-7. Heating and Lighting Equipment.** Unit commanders are responsible for ensuring that heating and lighting equipment is used only by personnel familiar with the manuals pertinent to its operation, inspection, and maintenance; that the equipment is maintained and inspected for safety; and that the equipment is properly installed and in good operating condition.

a. Tent stoves, field ranges, sterilizers, and other heat-producing equipment will be located not less than 18 inches from any wall (tent or building). When on other than an earthen or concrete floor, the equipment will be placed on a piece of sheet metal or in a sand box extending 18 inches beyond the front of the fire box and 6 inches beyond the sides and back. A ventilated space of at least 4 inches will be provided between the equipment and the floor or other support.

b. Stove pipes will have tightly-fitted joints and will terminate in standard roof jackets containing a flue cap. No heating equipment will be fired unless all elements of the vent are in good condition and the assembly is complete. Improvised equipment is prohibited. Stove pipes will be dismantled and cleaned, as necessary, and roof jacks examined once a week.

c. Reservoirs for gasoline or diesel motor-driven equipment, gasoline-fueled heating equipment or lanterns will not be filled, emptied, or have the fill-opening cover loosened or removed inside a tent, building, or vehicle. Refueling will not be done

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within 50 feet of an open flame or any spark-producing device or within 20 feet of any tent, building, or vehicle. No unit will be fueled unless completely cool (the bare hand can be held firmly on the surface without discomfort), and the unit must be wiped dry of any spills before being returned to service. Diesel fuel is the only authorized fuel to be used in tent stoves at any time. Artificial lighting in the fueling area must be an explosion-proof type or must be located at least 4 feet above and 2 feet laterally from the fill opening.

d. Other than as excepted below, no combustion engine having an integral tank, or a tank mounted above the engine, will be fueled until completely cooled. It will not be started until wiped free of spills, any spills on the ground have been covered with sand, the tank cap is in place, and filling containers are closed. When it is not operationally possible to shut down the engine for cooling, fueling will follow the procedures without deviation as below:

(1) A standard gasoline can with a spout will be used with adequate covers and precautions to prevent drip on any part of the engine.

(2) Two people will be required for the operation, one to fill and one to stand by with an extinguisher in a position where he can observe the fill point and prevent overfilling.

(3) If natural illumination is not adequate for clear vision, a third person will hold a light or lights in a position where the filling can be accurately controlled (see subparagraph c, above).

(4) Start-up will be IAW subparagraph c, above.

e. Lanterns and electric bulbs will be kept a minimum of 18 inches from any combustibles, including walls and ceilings. When suspended, clearances will be measured from all points passed by the lantern or light swinging 90 degrees in any direction from the point of suspension. Lanterns will not be placed on stands or tables, unless both the support and the lanterns are secure to prevent overturning.

f. No flame-producing equipment will be left unattended while in operation or not completely extinguished and cooled.

g. All wiring for electric lighting will be kept in good condition or removed from use. Extension cords more than 15 feet in length are not permitted to extend standard distribution cables.

h. Fuel for lanterns and stoves, other than that in the reservoirs, will be stored in tightly-capped containers a minimum of 20 feet from any part of any tent, structure, or vehicle area.

i. All fuel containers used for heating and lighting equipment will have their contents marked clearly on the outside.

j. The fuel containers will be placed in a hole at least 18 inches deep (width and length to be determined by quantity of containers in storage area).

k. Sandbags will be used (minimum height-3 bags) around the storage area. Also, grass and vegetation will be cleared.

### 17-8. Tents.

a. General purpose tents, small and medium, will be erected in rows with 8 feet of clearance on all sides. Two rows will be grouped 8 feet apart; 30 feet of clearance is required between each group of two rows. A minimum clearance of 30 feet is required on all sides of large tents.

b. Police of tent areas will be maintained at a high standard. Grass and vegetation will be cleared or cut to not more than 2 inches in height within 3 feet of tents, up to and including squad tents, and within 10 feet of large tents.

c. Tents are not fire resistant but are flame-proofed to prevent rapid burning. This in no way relieves the necessity for care in smoking and use of flame-producing devices, as damage beyond economical repair is possible without actual destruction by fire.

d. Fire extinguishers and other fire-fighting equipment must be operable and accessible.

### 17-9. Vehicles.

a. Vehicles will not be parked within 10 feet of any tent or storage stack. When vehicles back up for loading or unloading, a fire watch will be stationed. They will not only remain alert for any fire during the operation, but will also examine the area thoroughly, not less than 10 minutes or more than 20 minutes after the departure of the vehicle, for any latent sparks.

b. Vehicles with other than vertical exhaust systems stopped for any reason in areas containing combustible vegetation will not be left unattended until the exhaust is completely cooled, or unless all combustible material is cleared from the vicinity of the exhaust system. Commanders will caution drivers of vehicles of the potential hazards involved when vegetation is dry.

c. Prior to starting or restarting any vehicle, thorough examination of the vehicle and of the ground under and around it will be made for detection of fuel leaks.

d. Except for loading and unloading, vehicles will not be stopped or parked in required fire separations. When stopped in fire separations, vehicles must be constantly attended and kept 50 feet apart at all times.



e. In the event of a fire, fire-fighting vehicles will be given priority on the roads and the roads cleared for them. In most cases, the vehicles will be identified by their red color, red lights, and sirens, but in the event they are not, the word of the driver will be accepted, and every assistance furnished.

#### 17-10. Storage Areas.

a. Storage areas will be selected at sites having minimum vegetation. Grass and brush will be removed or cut and maintained at not more than 2 inches in height within the area and for a space of 20 feet around it.

b. Storage piles will be limited to 6 feet in height, 10 feet in width, and 20 feet in length. A separation of 10 feet will be maintained between the ends of the stacks and a fire lane 20 feet wide maintained between the long sides.

c. An extinguisher will be provided for each four piles of dry storage. These extinguishers will be hung on posts on alternate sides of the fire lane at, or near, the common point of the four piles.

d. The POL storage areas will be maintained in strict accordance with the FM 10-69.

e. Special caution signs will be posted when the nature of the storage requires them (i.e., ammo, fuel, no smoking, combustibles, flammables, etc.).

f. The area will be thoroughly policed daily, and all rubbish and trash removed to the disposal pit.

g. Reusable containers will be stored in separate piles. Containers having flammable liquids will be kept tightly closed and stored in the POL areas.

h. Ammunition will be stored in igloos or in other isolated areas IAW TM 9-1300-206.

**17-11. Flares and Smoke Grenades.** In the area where flares or smoke grenades are used or dropped, personnel will locate the remains of the devices and take necessary action to completely extinguish any burning residue or to render any hot particles harmless, removing all unused flares and grenades from the area when training is completed.

**17-12. Camouflage.** This is applicable to all materials and devices for concealment from air or ground observation, including nets and foliage.

a. Camouflage will not be installed within 1 foot of any vehicle muffler, exhaust system, or other surface, which may be heated under normal operating conditions. Material near such surfaces will be securely fastened in place.

b. Engines of camouflaged equipment will not be started until an inspection has been made to ensure that all combustible material is clear of the exhaust and its discharge.

c. Frequent inspections will be made of camouflage to ensure secure mooring of the material, and that movement by wind or of mooring points will not allow parts of the material to drop on a hot surface.

d. Open flames of all types, including cooking equipment, will be kept 5 feet or more from any camouflage material.

**17-13. Fire Guards.** Unit commanders will provide Fire Guards or patrols for 24-hour surveillance of all accountable property in each bivouac and supply area. Guards will be in sufficient number to keep the entire area under surveillance.

**17-14. Fuel Operations.** All fueling operations will be in strict accordance with FM 10-69, TM 5-670, and the following general safety precautions:

a. Adequate “*NO SMOKING WITHIN 50 FEET*” signs must be prominently posted.

b. Fire extinguishers and other fire-fighting equipment must be operable and accessible.

c. Open flames, heating stoves, electrical tools, apparatus, and other flame or spark-generating equipment must be prohibited. Only authorized tools, equipment, explosion-proof lights and flashlights, and items of clothing may be used. Tools and equipment must be kept in safe and efficient working condition at all times.

d. All equipment such as pumps, tank vehicles, and storage tanks used in transfer operations must be bonded and grounded.

e. Nozzles with notched handles must not be used for refueling. If nozzles provided for this purpose are equipped with notched handles, the notches must be:

(1) Rendered inoperable before the nozzles are used.

(2) Tended constantly during the refueling operations.

f. Spills must be avoided and cleaned up immediately when they occur. Information on spills may be obtained from the DPW, Environmental/Natural Resources Management Division, Natural Resources Management Branch, Building 2501, telephone 7912. Cleanup must comply with AR 200-1. Drainage tubs or other suitable containers must be placed, as needed, under hose connections, faucets, and similar locations to collect leakage.

g. Frequent inspection of equipment, safety devices, and working areas must be performed to ensure personnel and operational safety, and to correct potential for actual hazards that may exist.

h. Adequate ventilation must be provided in working and storage areas. Personnel will avoid prolonged exposure to fuel vapors. Gloves and other

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required protective clothing will be worn to prevent fuels from contacting the skin.

i. Flame and spark arrestors must be provided for all equipment within and adjacent to storage areas containing petroleum products.

j. Nylon (or similar type fabric) outer clothing will not be worn by personnel engaged in petroleum-handling activities, because this type fabric tends to accumulate high electrostatic charges.

k. The DPW, Fire and Emergency Services Division, must be notified of any fueling operation not covered by pertinent regulations.

**17-15. Structures.** All buildings, bleachers, latrines, etc., must be clear of grass, pine needles, or any flammable vegetation for a minimum distance of 5 feet.

### Section III Brush and Forest Fires

**17-16. Brush and Forest Fire-Fighting.** Policies and procedures are prescribed herein for effecting brush fire-fighting in Fort Polk training areas.

a. The unit using the range and training area is responsible for prompt extinguishment or control of fires that occur thereon.

b. Immediately upon being observed, all range and training area fires will be reported to the DPW, Fire and Emergency Services Division, which in turn will report the fire to the DPW, Forestry Section and the G3/DPTMS, Range Division, Range Control, giving the location and extent of the fire.

c. When fires are observed in the impact area, the unit will post guards near the scene of the fire, but will not enter the impact area without first receiving authority to do so from the G3/DPTMS, Range Division, Range Control. The guards will remain at the fire area until relieved by Range Control, the Fire Chief on duty, or forest fire-fighting personnel.

d. Fires will not be fought in the impact area unless it is absolutely necessary to prevent damage to US Government built-up property or to prevent spread of the fire to private property.

### Chapter 18 Investigation of Fires

**18-1. Scope.** This chapter establishes requirements for investigations of fire and minimum standards for the scope of the investigation. It also outlines duty assignments and provides delegation or assignment of authority required for efficient investigation operation.

**18-2. General.** Duty assignments to individuals herein are based on general practice and for convenience. They may be varied, as desired.

**18-3. Required Investigations.** The Fire Chief will investigate each fire for the following:

- a. Determination of the cause of the fire.
- b. The underlying cause.
- c. The person(s) immediately responsible for the fire.
- d. Violations of existing regulations, if any.
- e. Supervisory laxity at any level.
- f. Actions required to prevent the occurrence of fires from similar causes.

**18-4. Unit Commanders.** Unit Commanders will furnish the Fire Chief, in writing, all information requested within 2 days to ensure timely reporting of fires to higher headquarters. The Fire Chief will inform the unit commander concerning the findings of the investigation, afford him an opportunity to consider the supporting evidence, and request action for fixing liability and disciplinary action, if warranted by the circumstances. In cases where disciplinary action has not been taken, the unit commander will prepare the necessary explanatory documents, obtain the appropriate approval and signature, and deliver it to the Fire Chief within 2 working days following receipt of notice of the findings, unless granted additional time by the Fire Chief.

**18-5. Investigative Authority.** For the purpose of conducting technical investigations of fires, the Fire Chief will:

- a. Be authorized to take custody of any valuable property as evidence of the cause of the fire or of the identity of the person(s) responsible for the fire.
- b. Receive assistance from the Fort Polk Resident Agency, 6th MP Group, Criminal Investigation Department (CID), when requested, for interrogation of witnesses or for the use of polygraph, where permissible.
- c. Have the authority to summon any person on the installation for the purpose of obtaining information or evidence concerning the fire. Such summons will be honored without delay, except in cases of physical incapacitation.
- d. On request, be furnished photographic service by the G3/DPTMS, Training Division, Training Aids Support Center (TASC), during duty hours, or by the Provost Marshal Office at other times. In cases where a death or injury occurs, photographs will be made prior to removal, if possible.

e. In coordination with the Garrison Commander (GC), determine the need for a board of officers or independent investigating officer. When appropriate, furnish the G1/AG with the information required for the preparation of the necessary orders.

**18-6. Investigation.** Investigation by a board of officers is not required as a portion of the Fire Report when the technical investigation is complete and conclusive. If a board is convened, the proceedings will in all cases include a detailed review of the Report of Technical Investigation. In cases where relief from liability or disciplinary measures is based on recommendations of such a board, three copies of the Report of Proceedings of the Board will be included in the Final Fire Report.

**18-7. Reports of Survey (Department of the Army (DA) Form 4697).** Reports of Survey will be conducted on all fires and AR 735-5 will be used for guidance. Surveying officers will be furnished a complete copy of the Preliminary Fire Report and Report of Technical Investigations for consideration and guidance.

**18-8. Assistance from Others.** Any element of this command, on request, will furnish such assistance and facilities as may be available. Any person having knowledge which might assist in determining the cause of or responsibility for the fire is charged with the duty of furnishing such information to the Installation Fire Marshal or Fire Chief without delay, whether or not requested.

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### **Glossary**

#### **Section I**

##### **Abbreviations**

##### **AAFES**

Army/Air Force Exchange Service

##### **AG**

Adjutant General

##### **AR**

Army Regulation

##### **BEQ**

Bachelor Enlisted Quarters

##### **BOQ**

Bachelor Officers' Quarters

##### **CID**

Criminal Investigations Department

##### **DA**

Department of the Army

##### **DOD**

Department of Defense

##### **DOIM**

Directorate of Information Management

##### **DOL**

Directorate of Logistics

##### **DPTMS**

Directorate of Plans, Training, Mobilization, and Security

##### **DPW**

Directorate of Public Works

##### **EM**

Engineer's Manual

##### **etc.**

et cetera

##### **FM**

Field Manual

##### **FP**

Fort Polk

##### **IAW**

in accordance with

##### **J-P**

jet petroleum

##### **JRTC**

Joint Readiness Training Center

##### **LP**

liquid petroleum

##### **LPG**

liquid petroleum gas

##### **MARKS**

Modern Army Recordkeeping System  
(AR 25-400-2)

##### **MP**

Military Police

##### **NFPA**

National Fire Protection Agency

##### **OSHA**

Occupational Safety and Health Administration

##### **POL**

petroleum, oils, and lubricants

##### **SF**

Standard Form

##### **TM**

Technical Manual

##### **UL**

Underwriter's Laboratories, Inc.

#### **Section II**

##### **Term**

##### **Contractor**

The term "contractor" includes all persons or firms performing work or services on this installation for the US Government or any of its branches, or holders of concessions involving any type work or service on the installation.

#### **Section III**

##### **Special Abbreviations and Terms**

There are no entries in this section